



Riggs Distler & Company, Inc.  
4 Esterbrook Ln  
Cherry Hill, NJ 08003  
Phone (856) 433-6000 FAX (856) 433-6035

### Employee Authorization for Electronic Direct Deposit of Payroll Wages

- New direct deposit
- Change to an existing direct deposit
- Cancellation of deposit

I authorize Riggs Distler & Company, Inc. to deposit my wages to my account(s) indicated below. **A voided check must be returned with this form.**

**Employee Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Bank #1**       Checking       Savings      Amount \$/or Entire

Bank Name:	
State:	
Routing Number:	Account Number:

**Bank #2**       Checking       Savings      Amount \$/or Entire

Bank Name:	
State:	
Routing Number:	Account Number:

**This authority is to remain in full force and effect until Riggs Distler & Company, Inc. receives written notification from me to cancel.** Your pay will continue to be issued via check until routing/account numbers from this authorization form have been verified (prenoted) by your bank. Typically, your direct deposit will be active on the second paid date after this form is received. Please contact your bank to verify funds have been deposited BEFORE writing checks. Riggs Distler & Company, Inc. is NOT responsible for checks returned due to insufficient funds.

It is agreed that any corrections that need to be made to your paycheck will occur in the following week's pay period. Any over payments will be refunded to Riggs Distler & Company, Inc immediately or will be deducted from your pay in the following pay period.

Please return to Denise Fearon.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Work phone:** \_\_\_\_\_ **Home phone:** \_\_\_\_\_