

DIRECT DEPOSIT AUTHORIZATION/CANCELTATION

Name _____ Dept. _____

- I authorize Roundtop Mountain Resort to have my bi-weekly pay deposited directly to my attached bank account information.
- I authorize Roundtop Mountain Resort to CANCEL my bi-weekly pay to direct deposit.

*****Please provide HR, attached to this form, a printed copy from your bank including your account number and bank routing number. (Example: "voided check")*****

Signature _____ Date _____

Attention:

Once a direct deposit is entered it will NOT be removed unless we are informed by you to do so. Please let us know if any changes are made to your accounts (this includes direct deposits that were entered in a previous season). If a direct deposit is attempted and fails due to a closed account, you will be responsible for a \$15.00 return fee.