



Authorization:

Initial

Change

1. Bank Name	ABA/Routing Number	Bank Account Number	PLEASE ATTACH A VOID CHECK OR BANK DOCUMENTATION
Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount to be Deposited <input type="checkbox"/> Net Pay <input type="checkbox"/> If applicable CHECK this BOX for Accounts Payable Reimbursements		
2. Bank Name	ABA/Routing Number	Bank Account Number	
Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount to be Deposited (Specify) \$		
3. Bank Name	ABA/Routing Number	Bank Account Number	
Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Amount to be Deposited (Specify) \$		

I hereby authorize Washington Metropolitan Area Transit Authority (WMATA) to deposit my pay each payday into the account(s) listed above. If funds to which I am not entitled are deposited to my account, I authorize my bank to return the funds to WMATA. This authorization will remain in effect until I provide a written notification to cancel or change accounts. If this is a change in a previous authorization, I instruct WMATA to cancel my previous authorization. I understand that I must give advance notice to allow reasonable time for my request to be processed. **Payroll Hotline: 202-962-1568 Fax: 202-962-2031**

NOTE: Per Staff Notice 2007-019, I authorize WMATA Accounts Payable to use the Net Pay (Line 1) bank information for any reimbursements due to me.

Employee Name (Please Print)	Employee Telephone Number
Employee Signature	Date (MM/DD/YYYY)

50.603/10

Direct Deposit Instructions

- MAXIMUM of three (3) banks accounts. (One (1) account for net pay, two (2) for fixed dollar amounts)
- VOID Checks/Bank documentation is required to process your request.
- This form must be completed in full to show ALL the bank accounts for your total paycheck.
- Line 1 is for your net pay balance. Do not indicate a fixed dollar amount.
- **Please call payroll before closing any direct deposit bank accounts.** It could take up to five (5) days to get your money back if sent to a closed bank account. You MUST complete a new direct deposit form.
- Change forms must be received in the Payroll Office by noon on Wednesday to be reflected on the next payday.
- If an account is being cancelled, do not include the account on this form.