

Form must be completed and mailed to : Canal HR, Inc.  
P.O. Box 8798  
Metairie, LA 70011-8798

**Please allow up to 2 weeks for direct deposit to begin and up to 2 weeks for direct deposit to be discontinued. Note: If you are depositing to a bank that is not one of the larger institutions, it may take 2 business days for your money to be credited. Thank you.**

## Direct Deposit Authorization Agreement

Employee Name:	Social Security:
Employer Company:	

I hereby authorize Canal HR, Inc. to initiate credit entries, and if necessary, to initiate debit entries and adjustments for any credit entries in error to my account at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

I acknowledge that Canal HR, Inc. is not responsible for any economic, monetary or other loss or damage sustained by me in connection with the direct deposit.

This authorization is to remain in full force and effect until Canal HR, Inc. has received written notification from me of its termination in such time and in such manner as to afford Canal HR, Inc. and DEPOSITORY a reasonable opportunity to act on it. It may take up to two weeks to discontinue Direct Deposit.

Financial Institution Name:																			
Branch Location:	City, State, Zip:																		
Routing Number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
Your Account Number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																		
Amount to Deposit (circle one): <b>Net Amount</b> or \$ _____ <small>Specify amount</small>	Is this <input type="checkbox"/> Checking OR <input type="checkbox"/> Savings																		
Employee Signature:	Date:																		

## Attach Voided Check Here

- Must be the actual voided check attached.
- Temporary checks are not accepted.
- Deposit Slips are not accepted.
- If you do not have actual checks, your bank can provide a proof letter that confirms your name on the account, the bank's routing number, and your account number. A copy of your saving account card may be used if it shows name, routing, and account number.