

## DIRECT DEPOSIT AUTHORIZATION

**NOTE: All payments to you from RT-Connections, LLC will be deposited into the same account at your financial institution. Please verify with your financial institution on your pay date that your direct deposit has gone into effect – the institution name will not appear on your earnings statement.**

| Background Information   |   |
|--|---|
| Full Legal Name:   | Telephone Number:<br>(    )    -  |
| Street Address:  | Fax Number:<br>(    )    -  |
| City, State, Zip Code:   | E-mail Address:   |
| Social Security Number:  |   |
| Financial Institution  |   |
| Primary Bank Name:   | Branch:   |
| Routing Transit Number:  | Customer Account Number:  |
| Account Type:<br><input type="checkbox"/> Checking<br><input type="checkbox"/> Savings   | Deposit Type:<br><input type="checkbox"/> Balance<br><input type="checkbox"/> Flat Amount: \$ _____<br><input type="checkbox"/> Percentage of Net Pay _____ % |
| Secondary Bank Name (if applicable):   | Branch:   |
| Routing Transit Number:  | Customer Account Number:  |
| Account Type:<br><input type="checkbox"/> Checking<br><input type="checkbox"/> Savings   | Deposit Type:<br><input type="checkbox"/> Balance<br><input type="checkbox"/> Flat Amount: \$ _____<br><input type="checkbox"/> Percentage of Net Pay _____ % |
| Signature and Authorization  |   |
| <p>I authorize RT-Connections, LLC to initiate credit and, if necessary, debit entries and adjustments for any credit entries in error, directly to the bank account(s) indicated above and to correct any errors that may occur from these transactions. I also authorize the financial institution to credit or debit these amounts from these accounts. This authorization will remain in force until RT-Connections, LLC receives written notice from me to cancel or change this authorization and has a reasonable opportunity to act on it.</p> |   |
| Signature:   | Date:   |

**NOTE:** After providing authorization for direct deposit, all funds specified will be deposited directly to your bank account unless this agreement is terminated or amended by written notification. It is the employee's responsibility to notify the offices above in writing. If a change to your bank account occurs without RT-Connections, LLC receiving written notification, a delay in the receipt of funds could occur. If funds are direct deposited to your account in error, RT-Connections, LLC may initiate a debit transaction against the account to recover/remove the funds.

**It is the recipient's responsibility to ensure that funds are in the bank prior to any withdrawal.**