



Direct Deposit Authorization

I authorize Lookout Source Solutions (LSS) to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford LSS a reasonable opportunity to act on it.

Complete the following information about where you want your direct deposit(s) to be sent. There is a four account limit. Your net check ***will be processed in the order you list the accounts***. If you want the balance of net pay to be a paper check, check the box below or fill in the account information for a direct deposit.

Bank Name	Savings/ Checking	Account #	Routing #	Choose Either \$ or %	
				(\$)	(%)

Check this box if you want the balance of pay to be a paper check ***or*** to the account below:

Bank Name	Savings/ Checking	Account #	Routing #

Check this box if you do not want direct deposit.

Print Name: _____ **Sign:** _____ **Date:** _____

Important: Attach here (or attach a photocopy) of a voided check or deposit slip (for a savings account) for each bank account to which funds should be deposited and fax all to 408-733-4791 or email a scanned copy to joel@lookoutsource.com.

Thanks!