

BROADWAY SERVICES, INC.
3709 E. Monument Street
Baltimore, Maryland 21205

PAYROLL DIRECT DEPOSIT REQUEST

I authorize Broadway Services, Inc. to initiate the following action with my net salary. If funds to which I am not entitled are deposited to my account, I authorize Broadway Services, Inc. to direct the bank to return the said funds. This authority will remain in effect until I have cancelled it in writing.

Check One of the following:

- _____ Deposit directly to my savings account.
- _____ Deposit directly to my checking account.
- _____ Change bank & account number to which my net salary is deposited to.
- _____ Discontinue direct deposit and issue a payroll check instead.

Please attach **proof** of the account number and bank (i.e. copy of Bank Statement, Passbook or voided check with **preprinted** name and account number).

Name (Please Print)

Social Security Number

Bank Name

Account Number

Employee Signature

Date of Signature

FOR PAYROLL USE ONLY

Bank Routing Number

WHITE - Payroll

YELLOW - Personnel

PINK - Employee