

**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