

**Colorado Springs Multi-Employer Services  
DIRECT DEPOSIT AUTHORIZATION FORM**

I hereby authorize my employer to direct deposit my paycheck into the bank / credit card account referenced below.

**Note:**

- This authorization will remain in effect until Colorado Springs. receives written a notice of termination from the employee referenced above.
- In the event of a direct deposit resulting in an overpayment, The Multi-Employer Services has the authorization to correct any erroneous Electronic Funds Transfer.

**Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**May we text you? Yes \_\_\_ No \_\_\_**

**Social Security Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**May we email about payments? Yes \_\_\_ No \_\_\_**

**Name of Financial Institution:** \_\_\_\_\_

**Account #:** \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_

**Account #:** \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_

**Savings Account #:** \_\_\_\_\_ \$ \_\_\_\_\_ % \_\_\_\_\_

**Transit ABA / Routing #:** \_\_\_\_\_

Please **complete** this form and scan /snap and **email it to [documents@inc-tax.com](mailto:documents@inc-tax.com)**. Once we have a legible image, we will set you up, and you will continue to receive notice of payments.

We can't accept images snapped from a smartphone.

Our physical mail address is: **My Accountant Too, Inc. 6490 W 44<sup>th</sup> Ave, Wheat Ridge, CO. 80033**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_