

# Direct Deposit Authorization

## Type of Automatic Deposit Transaction:

- Create**                       **Change**                       **Cancel** (check only one box)

I hereby authorize Manheim Orlando to initiate, change or cancel credit entries to my CHECK and/or SAVINGS ACCOUNT(S) indicated below, and the bank name to credit these entries.

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

**Employee ID#:** \_\_\_\_\_

**Name of Bank:** \_\_\_\_\_

**Bank Routing Number** \_\_\_\_\_

**Account Number** \_\_\_\_\_

This account is in addition to the account I already have on file.

With the creation of this account, I would like to stop deposits to the account on file.

**Checking Account**

(Please check one)

Full Net

Partial Amount \$ \_\_\_\_\_

(Partial amount is only used if you are depositing your check to more than one account.)

**Savings Account**

(Please check one)

Full Net

Partial Amount \$ \_\_\_\_\_

(Partial amount is only used if you are depositing your check to more than one account.)

\_\_\_\_\_  
Signature

I elect to continue receiving my Direct Deposit paper statement print.

Please attach a VOIDED CHECK for checking accounts or a statement from your bank containing your account for savings. This Automatic Deposit Request will not be processed without the proper forms attached. Deposit slips will not be accepted.

**Please Note:**

There may be up to a three-week delay due to prenotification to your bank. Once your Direct Deposit starts, you will no longer receive a paper stub. View your checks at [Insite.coxenterprises.com](http://Insite.coxenterprises.com)