

**Payroll  
Direct Deposit  
Authorization**



*Complete this form for each company with which you have a payroll direct deposit.*

*Please Note: If you have social security or other governmental direct deposit, please use the Treasury Department, Standard Form 1199A that is included in this packet or pick up a copy at any Tompkins Trust Company Office.*

*For Social Security benefits, you can also contact them by phone to make direct deposit arrangements, 1-800-333-1795, or online at **godirect.gov**.*

*Send the direct deposit authorization form to the company\* making the direct deposit. For your payroll direct deposit, please give this form to your Human Resources department. If you have social security or other governmental direct deposit see note in left column.*

\_\_\_\_\_  
Last Name                      First Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                              State                      Zip

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employer's Name              Phone Number

\_\_\_\_\_  
Employee ID Number or Department

List Account Numbers Below:  
\_\_\_\_\_

\_\_\_\_\_  
Previous Account Number

\_\_\_\_\_  
Previous Bank Name

— — — — — — — — — — 021302648  
NEW Account No. & Routing Transit

Checking                       Savings

Type of Account (check one)

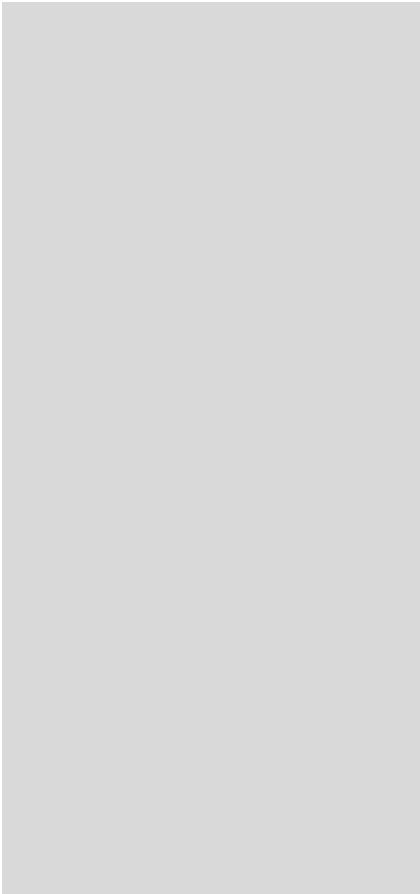
Check Only One:

- A New authorization for Direct Deposit. Not currently using Direct Deposit.
- Please change my existing authorization. Transfer automatic payment from my previous bank to Tompkins Trust Company.

\_\_\_\_\_  
Employee Signature              Date

\_\_\_\_\_  
Employer Signature              Date

**Staple VOIDED check from your Tompkins Trust Company account below:**



*\*You should use a separate form for each company. Please make additional copies as needed.*

*You may want to keep your previous account for 2 months in order to ensure all Direct Deposit transfers are complete.*