



**Authorization Agreement for Automated Payroll and Accounts Payable Deposits**

I hereby authorize and request the CNM Payroll and Accounts Payable departments to make payment of any amounts owing to me by initiating credit entries, and, if necessary, debit entries, or adjustments to correct any deposit errors to my checking or savings account at the financial institution(s) indicated below. A maximum of three accounts can be selected for automated Payroll deposits.

**Account #1** Type (check one):  Checking  Savings

Employee Bank Name \_\_\_\_\_ Account # \_\_\_\_\_

Dollar Amount to be Deposited to This Account \_\_\_\_\_ OR ENTIRE BALANCE

**Account #2** Type (check one):  Checking  Savings

Employee Bank Name \_\_\_\_\_ Account # \_\_\_\_\_

Dollar Amount to be Deposited to This Account \_\_\_\_\_ OR REMAINING BALANCE

**Account #3** Type (check one):  Checking  Savings \*Remaining Balance  
(remainder to be deposited to this account)

Employee Bank Name \_\_\_\_\_ Account # \_\_\_\_\_

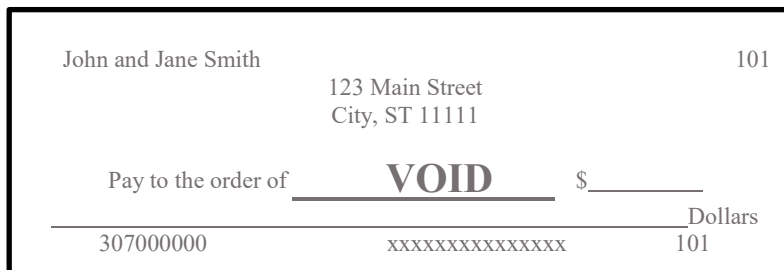
It is understood that this agreement may be terminated by me at any time by written notification to CNM. Any such notification to CNM shall be effective only with respect to entries initiated by CNM after receipt of such notification and reasonable opportunity to act on it. A new authorization form must be completed if I change my CNM email address, change my account, close my account or change financial institutions.

Employee Printed Name \_\_\_\_\_ Employee ID Number \_\_\_\_\_

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

\*Please note that Accounts Payable reimbursements will be paid 100% to the primary direct deposit account.  
\*\*Direct deposit advice information will be e-mailed to CNM e-mail address. Pay stubs can also be viewed on myCNM

**REQUIRED: Attach a "voided check" or "Bank Verification" to this form for each account listed and submit to the Payroll Office.**



If voided check(s) is not attached, direct deposit will not be established. Paper checks will be mailed via USPS.

For Payroll use:  
Bank Has Been Verified Y / N