



AMERICAN STEAMSHIP COMPANY  
AND ITS WHOLLY OWNED SUBSIDIARIES

## AUTHORIZATION AGREEMENT

### For Automatic Direct Deposits

Complete a separate form for each account you are adding, changing, or deleting.

**If this is a new account:**

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm with your bank that they accept direct deposits and **verify** the ABA/transit routing and account numbers.
3. For savings accounts, **verify** the ABA/transit routing and account numbers.
4. Notify the bank that you are going to set up direct deposit through payroll.

**Please check the appropriate box and complete:**

1. NEW - Set up a new account (Items A through E below).
2. CHANGE - Direct deposit already set up, changing dollar amount only (Items C through E below). CANCEL - Stopping an existing direct deposit (Item C below).

NOTE: You must cancel direct deposit on Payroll BEFORE you Close the account at the bank.

A. Bank Name & Address: \_\_\_\_\_

B. Bank ABA/Transit Routing Number (9 digits):

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C. Bank Account Number:

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D. Checking

Savings

E. Full Deposit

Partial Deposit \$ \_\_\_\_\_  
(amount per pay date)

**\*\*\* Please return this form to the Payroll Department with:  
a voided check for checking, or a deposit slip for savings \*\*\***

**Each new account will go through a pre-note process that will take one or two payroll periods.**

~~ I authorize American Steamship Company and the bank listed above to deposit my new pay or a portion thereof, as indicated, into my account each pay date.

~~ If funds to which I am not entitled are deposited to my account, I authorize American Steamship Company to direct the bank to return said funds to American Steamship Company.

~~ I understand that it is **my** responsibility to ensure that my wages are being deposited correctly into my account each pay date.

Date \_\_\_\_\_

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Social Security #  
(Required)

\_\_\_\_\_  
Sign Employee Name