

**DIRECT DEPOSIT**

**AUTHORIZATION FORM**

 **Last 4 digits**

**Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of S.S.# \_XXX-XX-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***PLEASE PRINT***

I hereby authorize the Payroll Department of Genesis Energy, LLC to initiate payroll deposit entries, and if necessary, debit entries or adjustments for any deposit entries in error to my account. This authorization will remain in full force until Genesis Energy, LLC receives written or electronic notification from the undersigned of a termination, in such time and such manner as to afford Genesis Energy, LLC and the Bank or Financial Institutions named, a reasonable opportunity to act on it.

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

**ATTACH A VOIDED CHECK OR BANK ISSUED DIRECT DEPOSIT FORM ON A SEPARATE PAGE FOR EACH ACCOUNT LISTED**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Name of Bank or Financial Institution Bank Phone Number Bank Routing Number*

**CHECK ONE:**

­ \_\_\_\_ Checking Account Account Number\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Entire Check [ ] Partial Amount\_\_\_\_\_\_\_\_\_

 \_\_\_\_ Savings Account Account Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Entire Check  [ ] Partial Amount\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Name of Bank or Financial Institution Bank Phone Number Bank Routing Number*

**CHECK ONE:**

­ \_\_\_\_ Checking Account Account Number\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Entire Check [ ] Partial Amount\_\_\_\_\_\_\_\_\_

 \_\_\_\_ Savings Account Account Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Entire Check [ ] Partial Amount\_\_\_\_\_\_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

* Complete the entire form; attach a voided check for ***each*** checking account; attach a deposit slip for ***each*** savings account.
* Don’t forget to date and sign the form.
* “Entire Check” equals the total net pay on the check ***OR*** “Partial Amount” indicates a flat partial amount to be deposited per pay period—please enter the amount you want deposited in the account per check issued.
* Where there is more than ***ONE ACCOUNT***, enter the word **Balance** next to the account you wish the remaining amount of your check to be deposited.
* Submit a new form if setting up more than two (2) accounts or set-up electronically on Self-Service.
* Return the completed form to your local Human Resources Department or Payroll Office. Can also scan directly to Payroll at RSC-Payroll@genlp.com.
* For new hires, please complete/submit this paper form in order to have direct deposit set-up for the first pay check.