

**Community Action, Inc. of Central Texas**

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)**

**COMPANY NAME** \_\_\_\_\_ Community Action, Inc. of Central Texas

I (We) hereby authorize Community Action, Inc. hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my(our)  **Checking**  **Savings account** (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

**BANK NAME** \_\_\_\_\_ **BRANCH** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TRANSIT/ABA NO.** \_\_\_\_\_ **ACCOUNT NO.** \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

**NAME(S)** \_\_\_\_\_ **EMPLOYEE #** \_\_\_\_\_  
(PLEASE PRINT)

**DATE** \_\_\_\_\_ **SIGNED X** \_\_\_\_\_

**PLEASE READ DIRECTIONS FIRST**

1. Check only one box for Checking or Savings – not both.
2. Account No. – Checking or Savings Account No.
3. Name – Employee Name (If you have a joint account, we only need your name.)
4. ID Number is Your Employee No. (You will find the # on check stub, before your SSN).
5. Please Attach Voided Check or a Copy of your Check.

**NOTES:**

If you have any questions call Sylvia Prado at (512) 392-1161 ext. 320 or Program Bookkeeper.

**ATTACH VOIDED CHECK HERE:**