



Direct Deposit Agreement

Authorization Agreement

Intercruises Shoreside & Port Services in an effort to protect the environment manages a paperless payroll and provides various options for Direct Deposit of wages earned. All employees are eligible to participate in direct deposit and can deposit to multiple accounts.

To enroll in direct deposit, please review and fill out the information requested below.

- I hereby authorize **Intercruises Shoreside & Port Services** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Intercruises Shoreside & Port Services** to make withdrawals from this account in the event that a credit entry is made in error.
- I agree not to hold **Intercruises Shoreside & Port Services** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Intercruises Shoreside & Port Services** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Employee Information Please Print Clearly

First Name: _____ Middle Initial: ____ Last Name: _____

Social Security #: _____

I wish to: Initiate Deposit Change Information Paycard

Primary Account Information

Name of Financial Institution: _____

Routing Number: _____ Percentage: _____
Amount: _____

Account Number: _____ Checking Savings

Secondary Account Information

Name of Financial Institution: _____

Routing Number: _____ Percentage: _____
Amount: _____

Account Number: _____ Checking Savings

Signature

Employee Signature: _____ Date: _____

Attaching a voided check or deposit slip will assist in processing – but is not necessary