



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 indicated below.

PLEASE CHECK THE APPROPRIATE BOX BELOW.

REASON: NEW ADDT'L **OR** CHANGE: Bank or Account Number

Amt. Per checks \$ _____ OR All / Balance* _____ Checking Savings

| | | | |
|-----------|------|-------|-----------|
| Bank Name | City | State | 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 Name (Print) | Employee ID No. |
| Date | Signature |
| | CNM email Address** |

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

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THIS SECTION TO BE COMPLETED BY CNM

| | |
|------------------------|----------------------------|
| Transit Routing Number | Account Number Information |
| <input type="text"/> | <input type="text"/> |

BANK VERIFICATION

| | | |
|--|------|-----------|
| The above information has been verified. | BANK | Signature |
|--|------|-----------|

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Attach a "voided check" or "Bank Verification" to this form and forward to the Payroll Office.

| | |
|--|-----------------------|
| John and Jane Smith 123 Main Street City, ST 11111 | 101 |
| Pay to the order of _____ | \$ _____ |
| _____ Dollars | |
| 307000000 | XXXXXXXXXXXXXXXXX 101 |