



DIRECT DEPOSIT FORM

Please fill out the following original form. It must be signed and dated. We will need a completely filled out and signed form for each employee. Please attach at the bottom of this form, a voided bank check for the account in which you would like us to deposit your paycheck. **SEND THE ORIGINAL SIGNED FORM WITH A COPY OF THE VOIDED CHECK TO CORPORATE HEADQUARTERS: 18150 SW Boones Ferry Road, Portland, Oregon 97224.**

Please keep a copy of the form for your records. We need to have the signed original form a minimum of two (2) weeks prior to payday to set up the direct deposit. It will usually take at least on payroll cycle before your direct deposit is activated.

Direct Deposit (Credit) Authorization

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

COMPANY NAME: Commonwealth Real Estate Services

I HEARBY AUTHORIZE COMMONWEALTH REAL ESTATE SERVICES, HEREINAFTER CALLED COMPANY, TO INITIATE CREDIT ENTRIES AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND ADJUSTMENTS FOR ANY CREDIT ENTRIES IN ERROR TO MY *(please select one)*:

() CHECKING ACCOUNT () SAVINGS ACCOUNT

INDICATED BELOW AT THE FINANCIAL INSTITUTION NAMED BELOW, HEREINAFTER CALLED DEPOSITORY, TO CREDIT AND/OR DEBIT THE SAME TO SUCH ACCOUNT.

DEPOSITORY NAME: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIP: _____

ROUTING #: _____ ACCOUNT #: _____

THIS AUTHORITY IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL COMPANY AND DEPOSITORY HAVE RECEIVED WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD COMPANY AND DEPOSITORY A REASONABLE OPPORTUNITY TO ACT ON IT.

Employee Name: _____ SS#: _____
(Print Name)

Signature: _____ Date: _____

A VOIDED BANK CHECK FOR THE ACCOUNT IN WHICH YOU WOULD LIKE US TO DEPOSIT YOUR PAYCHECK MUST ACCOMPANY THIS FORM.