



DENTON BIBLE CHURCH
AUTHORIZATION AGREEMENT FOR AUTOMATIC CLEARING HOUSE/ELECTRONIC FUNDS
TRANSFER OF SALARY/REIMBURSEMENTS

Employee Name (Please Print)	Employee Email
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Direct Deposit for Salary

Name of Financial Institution/State of Origin	Account 1	Checking	Routing #	Account #	% to this Acct
		Savings			
Name of Financial Institution/State of Origin	Account 2	Checking	Routing #	Account #	% to this Acct
		Savings			

Direct Deposit for Reimbursements/Other Payments

I want to use the above Direct Deposit information for my reimbursements

I want to use a different account for my reimbursements (If selected, fill in the information below)

Name of Financial Institution/State of Origin	Account 1	Checking	<input type="checkbox"/>	Routing #
		Savings	<input type="checkbox"/>	

I hereby appoint Denton Bible Church or its designees as my agent and give the power of attorney for the purpose of directly depositing my salary, reimbursements, contract labor payments, and/or payment for rent by Automatic Clearing House Electronic Funds Transfer to the financial institution and to initiate credit entries in the account designated above and to credit the same to such account. This authorization and request to deposit my salary and/or other payments is not an assignment of my right to receive payment of my salary and/or other payments from Denton Bible Church.

I understand that by having this form submitted by the last working day of the pay period, it will be effective with salary paid the second pay day following submission.

I understand that Denton Bible Church or its designees reserves the right to stop making deposits of my salary by Automatic Clearing House/Electronic Funds Transfer without advance notice. I also agree that to cancel my authorization to electronically deposit my salary, a properly filled out request form must be in the Human Resources Office no later than the last working day of the month to be effective with salary earned the following month. The change will affect the following months earnings as described in the above example. I further understand that after 12 months of no payroll activity, my ACH/EFT will be removed from the system.

I hereby authorize Denton Bible Church or its designees to initiate debit entries and adjustments for any credit entries in error to my account and to debit the same to such account or to deduct from my subsequent salary and/or other payments all amounts deposited to the account in error. In the event my designated account is closed or contains an insufficient balance to allow debit entries and adjustments to the account for amounts deposited in error, then I agree that Denton Bible Church or its designees may withhold any payments owing to me by Denton Bible Church until such payment deposited in error is repaid.

I hereby hold Denton Bible Church, its Board of Elders and employees, harmless for any errors that might occur in the process of Automatic Clearing House/Electronic Funds Transfer. At no time will the Church be liable for any costs or damages which might occur as a result of this Agreement and I understand that the Church's sole limit of liability is for the amount of my paycheck as determined by my salary and/or other payments as determined by Denton Bible Church Administration.

Employee Signature	Date
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