Metairie Bank
THE BANK OF PERSONAL SERVICE

Payroll Direct Deposit
AUTHORIZATION

Send the direct deposit authorization form to the company making the direct deposit. For your payroll direct deposit, please give this form to your Human Resources department. If you have social security or other govenmental direct deposits, please refer to the note in the left column.*

Staple the voided check from your new Metairie Bank Account below:

Last Name First Name

Street Address

City State Zip

Work Phone

Home Phone

Social Security Number

Employer's Name Phone Number

Employee ID Number or Department

List Account Numbers Below:

Previous Account Number

Previous Bank Name

065404560

Metairie Bank No. & Routing Transit

◯ Checking ◯ Savings

Type of Account (check one)

Check only one:

◯ A New Authorization for Direct Deposit.
Not Currently using direct deposit.

◯ Please change my existing authorization.
Transfer automatic payment from my previous bank to Metairie Bank.

Employee Signature Date

Employer Signature Date

Complete this form for each company with which you have a payroll direct deposit.

Please note: If you have social security or other governmental direct deposits, please use the Treasury Department Standard Form 1199A or pick a copy up at Metairie Bank.

For Social Security benefits, you can also contact them by phone to make direct deposit arrangements, by dailing 1.800.772.1213.

** Please make additional copies as requried. You should use one form for each company.*

You may want to keep your previous account open for 2 months in order to ensure all Direct Deposit transfers are complete.