



**ALABAMA COUNCIL ON HUMAN RELATIONS, INC.**  
 P. O. Box 3770/950 Shelton Mill Road, Auburn, AL 36831-3770  
 Phone: (334) 821-8336 Fax: (334) 826-6393 Email: [alma.gholston@achr.com](mailto:alma.gholston@achr.com)

06260315  
 Rev. 0221

**AUTHORIZATION FOR PAYROLL DIRECT DEPOSIT AND/OR PAYROLL CARD**

ACHR offers convenient electronic direct deposit via your financial institution or BBVA Compass Pay Source Card Services. (Please review BBVA Compass Bank Payroll Card Brochure included in your new employee packet.) ACHR employees should authorize electronic direct deposit of their pay. Electronic direct deposit is a safe and secure way to have your pay deposited directly into your checking or savings account. Instead of having to take the time to deposit a check yourself, ACHR will electronically transfer your pay to your designated account(s) or to a payroll service card.

I (we), hereby authorize and instruct The Alabama Council on Human Relations, Inc., (hereinafter called ACHR) to initiate electronic monetary transfers, and if necessary, debits and adjustments for any entries to my (our) [ ] Checking [ ] Savings account as indicated below. This authorization is to remain in full force and effect until ACHR has received written notification from me (or either of us) of its termination in such time and in such manner as to afford ACHR a reasonable opportunity to act on it.

Employee Identification Number (Office Use Only)

Name (Last, First, MI) (PLEASE PRINT) Signature Date

Date-of-Birth Social Security Number

Address (Street Addresses Only - NO Post Office Boxes)

City State Zip

Phone ( Work, Cell, Home) Email

**ATTACH "VOIDED" CHECK (Checking/Saving Accounts Only)**

**Deposit my payroll payments to:**

Initial (s) My CHECKING account:  100%  Other Amount \$ \_\_\_\_\_  
 FINANCIAL INSTITUTION CITY STATE ZIP  
 Routing Number/ABA (Transit) No. \_\_\_\_\_  
 Account Number \_\_\_\_\_

*Second Bank or Savings (if any)*

Initial (s) My SAVINGS account:  100%  Other Amount \$ \_\_\_\_\_  
 FINANCIAL INSTITUTION CITY STATE ZIP  
 Routing Number/ABA (Transit) No. \_\_\_\_\_  
 Account Number \_\_\_\_\_

Initial (s) My BBVA COMPASS PAYSOURCE CARD

Initial(s) I choose not to participate in the direct deposit/pay source card program. I understand my check will be mailed and arrival will be dependent on mail service.