

DIRECT DEPOSIT AUTHORIZATION FORM

How to set up or switch your direct deposit(s) to Guaranty Bank & Trust:

- For payroll checks** – Contact your company's Human Resources department for instructions on setting up or updating your direct deposit account information. You may be able to use this form if not your company's form.
- For Social Security checks** – Contact your local Social Security Administration office or call 1-800-772-1213. You may also go to www.godirect.gov.
- For Veterans Benefits** – Call 1-800-827-1000.

If your company does not have a process in place for updating your direct deposit information, please follow these steps:

- Complete this form.
- Attach a new Guaranty Bank & Trust check to the completed form and write "VOID" across the front of the check. Do NOT sign the check.
- Submit to your employer.

Follow Up:

- Call your company's Human Resources department to check on the progress of your request.
- Log in to Guaranty Bank's Online Banking to verify your direct deposits are being correctly deposited.

Remember, it can take several payroll cycles for changes to take effect.

ACCOUNT & DEPOSIT DETAILS

To: Payroll Department

Subject: Direct Deposit

From: _____

This serves as notification that I have established a new checking or savings account with Guaranty Bank & Trust. Attached you will find a voided check from my new account.

Listed below are the relevant account and routing numbers needed for you to establish payroll Direct Deposit into my new account.

1. Guaranty Bank & Trust Routing Number:

(First set of numbers at the bottom of your check)

1	1	1	9	1	5	3	2	7
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2. Guaranty Bank & Trust Account Number:

(Second set of numbers, after the routing number)

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Check One:

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Checking Account

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Savings Account

CUSTOMER INFORMATION

Print Name: _____

If this form is not sufficient to authorize and complete the direct deposit update, please forward the authorized form for my signature.

Signature: _____ Date: _____

Phone Number: _____

If you have questions, please contact:

_____ at Branch: _____

Branch Phone Number: _____ Branch Fax Number: _____

Thank you for setting up your direct deposit with Guaranty Bank & Trust!