

Contractor Payroll Direct Deposit Agreement Form Gallatin Valley Softball Association

Contractors should use this form to request direct deposit of payroll payments into the financial institution of their choice. It is the contractor's responsibility to provide accurate routing and account number information. If in doubt, the contractor should contact their financial institution to ensure accuracy prior to submitting this form. Print clearly and legibly to prevent errors. **Please submit this completed form to the GVSA Treasurer. Contractors also have the option to mail to GVSA, PO Box 25, Bozeman, MT 59771.. *** DO NOT EMAIL THIS FORM *****

Important Note: The effective date of this change will depend on receipt of the form and the payroll processing schedule.

CONTRACTOR INFO AND CONTACT INFORMATION (all fields required)			
YOUR NAME		PREFERRED CONTACT NUMBER	
Will these payments be forwarded to a financial institution outside the United States? (circle one)			
Yes		No	
ACTIONS REQUESTED			
Circle One <ul style="list-style-type: none"> • CANCEL/STOP • NEW SETUP • CHANGE 		Circle One <ul style="list-style-type: none"> • Checking • Savings 	
FINANCIAL INSTITUTION			
ROUTING NUMBER			
ACCOUNT NUMBER			

I understand that Gallatin Valley Softball Association (GVSA) may initiate a reversal of any entry made under this agreement if an error has been made. I understand that the financial institution at which I have the above account is required to provide to me the procedures for resolving errors on entries made under this agreement. I understand that GVSA will provide a written notice to me of the error within 48 hours.

Contractor Signature _____ Date _____