



**DIRECT DEPOSIT**

**AUTHORIZATION FORM**

**Big Valley Rancheria now offers its tribal members and vendors the option of receiving their payments via direct deposit. If you would like to exercise this option, please complete the form below and return to the Big Valley Fiscal Department at: 2770 Mission Rancheria Rd. Lakeport, CA 95453.**

Please note, the process will not take effect until the 2<sup>nd</sup> payment to allow for the bank pre-note process.

**Payee Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Banking Institution: \_\_\_\_\_

Routing No: \_\_\_\_\_ Account No: \_\_\_\_\_

Account Type: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

How would you like to receive your check stub? \_\_\_\_\_ Paper Copy \_\_\_\_\_ E-mail

E-mail Address: \_\_\_\_\_

I authorize Big Valley Rancheria to deposit all payments due to me in the account named above. I am aware that all changes in my deposit account must be updated by Big Valley Rancheria's fiscal staff in order to ensure that payments are properly directed and received.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide a copy of a voided check to ensure accuracy of account information