

Instructions for filling out the DIRECT DEPOSIT Receiver Authorization Form

- **Name of the Account** – Your name/your company’s name as it is on your Bank account. If you contracted with FLS as LLC or incorporation, you must provide us the data for your company - not for your personal account.
- **Name of Financial Institution** - The Name of the contractor’s bank, credit union, or other financial institution.
- **Checking or Savings** - Please indicate whether the account is a checking account or a savings account.
- **Bank Routing Number** - Also known as the Bank “ABA” number. This number is found at the bottom of the contractor’s check or deposit slip. Each financial institution has its own unique Routing Number.
- **Bank Account Number** - This number is also found at the bottom of the contractor’s check or deposit slip.
- **Contractor/Account Holder Signature** – Required
- **Joint Account Holder Signature** - Required only if the account requires two signatures on checks or for withdrawals.
- **Voided Check** – the copy of your used or voided check for the Company to verify routing and account numbers. Delays in making deposits into the correct accounts will result if incorrect account/routing numbers are submitted.

For interpreters working for Hopelink:

If you are a new interpreter and need us to obtain your Criminal History from the Washington State Patrol in order to serve the DSHS clients, or the last Criminal History we have checked was 12 month ago, please mail us a check for \$10 payable to “Olga Afonin” for your criminal history record. We will use this check instead of the **Voided Check** to sign you up for the DIRECT DEPOSIT PAYMENTS.

John Doe
Name on Account

John Doe
123 Shady Lane
Yourtown, AA 12345

DATE _____

2048

VOID

FW TO THE ORDER OF _____ \$ _____ Dollars

⑆ 241022233 ⑆ 333962222 ⑆ 2048

241022233 Routing Number 333962222 Account Number