

**A GOFF LIMOUSINE & BUS COMPANY LLC**  
**18 New Life Drive Ruckersville, VA 22968**  
**434-979-5466**

**DIRECT DEPOSIT FORM**

**Instructions**

Attach check or deposit slip, fill out information below and return everything by:

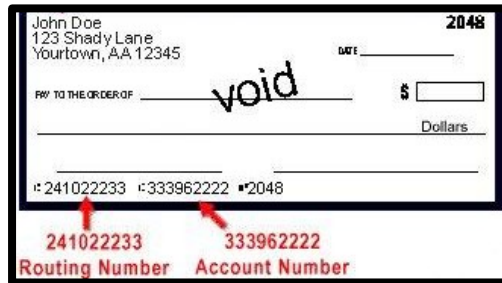
Email: [Carol@agofflimo.com](mailto:Carol@agofflimo.com)

OR Fax: 434-979-4353 Attn: Carol

OR Mail: 18 New Life Drive, Ruckersville, VA 22968

This document must be signed by employees requesting automatic deposit of paychecks.

Employees **must attach a voided check or deposit slip** for their account to help verify their account number and bank routing number (as shown below).



Account type:  Checking  Savings

Bank routing number: \_\_\_\_\_ Account number: \_\_\_\_\_

Percentage to be deposited to this account: 100%

**Authorization**

This authorizes A Goff Limousine & Bus Company LLC to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Authorized signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Paychecks are generally completed every other week by midnight on Monday night and direct deposits generally appear in the employees' bank account by the following Thursday morning.

Deposits can be delayed by Bank Holidays and other events.