



# DIRECT DEPOSIT AUTHORIZATION FORM

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Work Phone: \_\_\_\_\_ SSN: \_\_\_\_\_

**ATTACH A VOIDED CHECK TO THIS FORM FOR ANY CHECKING ACCOUNT LISTED BELOW:**

Check One:  Add Account  Change Account Information  Change Amount  Delete Account

1. Synergy Federal Credit Union      314092128      210-750-8333  
Name of Bank or Financial Institution      Bank Routing Number      Bank Phone Number

Check One:  Checking  Savings      Effective Date \_\_\_\_\_

Account Number \_\_\_\_\_  Entire Check  Lump Sum \$ \_\_\_\_\_

Check One:  Add Account  Change Account Information  Change Amount  Delete Account

2. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Name of Bank or Financial Institution      Bank Routing Number      Bank Phone Number

Check One:  Checking  Savings

Account Number \_\_\_\_\_  Entire Check  Lump Sum \$ \_\_\_\_\_

Check One:  Add Account  Change Account Information  Change Amount  Delete Account

3. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
Name of Bank or Financial Institution      Bank Routing Number      Bank Phone Number

Check One:  Checking  Savings

Account Number \_\_\_\_\_  Entire Check  Lump Sum \$ \_\_\_\_\_

**Direct Deposit Acknowledgement:**

\*I authorize the Payroll Department of Valero Energy Corporation and its subsidiaries to initiate credit entries (deposits) and if necessary, debit entries for adjustments to any credit entries in error to my accounts as indicated above. I authorize the Bank/Institution named above to credit and/or debit the same to such account. This authorization will remain in effect until the Valero Payroll Department receives written notification of a change or termination to the current deposit choices. I understand that when a holiday falls during a payroll week, my account may not be credited until the following day.

\*My paystubs are available to me online through Valero's portal "Inside Valero". If I desire a printed copy, I may print this online document. [If a mailed copy is preferred, contact HR Administrative Services at (210) 345-2600 for additional assistance.]

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