



DIRECT DEPOSIT AUTHORIZATION FORM

Element Home Creations

9711 Washingtonian Blvd. Suite 550

Gaithersburg, MD 20878

✉ Email: support@elementhomecreations.com

☎ Phone: (240) 990-7959

Employee/Subcontractor Information

Full Name: _____

Company Name (if applicable): _____

Phone Number: _____

Email Address: _____

Bank Account Information

Bank Name: _____

Bank Address: _____

Bank Phone Number: _____

☒ **Account Type:** (Check one)

☐ Checking Account

☐ Savings Account

Routing Number: _____

Account Number: _____

Authorization & Agreement

I hereby authorize **Element Home Creations** to initiate deposits into the bank account listed above. I also authorize adjustments to correct any errors. This authorization will remain in effect until I provide written notice to cancel or update my banking information.

I understand that it may take up to **one (1) pay cycle** for direct deposit to take effect.

Signature: _____

Date: _____

For Office Use Only

☐ Verified Account Information

☐ Entered in Payroll System

☐ Confirmation Email Sent

Processed By: _____

Date: _____