

### Direct Deposit Application Instructions

1. Print name of publishing company.
2. Print address of publishing company: street/city/state/zip. Please provide your phone and/or email so we can follow up with you easily.
3. Print name of bank.
4. Print address of bank location: street/city/state/Zip
5. Print telephone number of bank branch for your account.
6. Print your bank account number – the number is usually in the middle of the check (see check example below).
7. Indicate whether account is a checking or savings account.
8. Print the name that appears on account. **If the bank account is a personal account and not in the publishing company's name, please attach a letter authorizing HFA to create a payee address to match the bank account name and address information.**
9. The ABA number is the **nine-digit** number that appears at bottom left of check. (see check example below).

Example:

Publishing Company	Check No. XXX
Street Address	Date _____
City, State Zip Code	
Pay to the Order of _____	\$ _____
_____ Dollars	
Memo _____	Signature _____
<b>:123456789:</b>	<b>:022999-9999999:</b>
<b>ABA Number</b>	<b>Account Number</b>

10. An authorized person from the publishing company must sign the form, and print their name, title and date.
11. Indicate publisher's Tax ID Number, or if an individual, their Social Security number.

If you have any questions or concerns regarding this application please call Publisher Services at 212-834-0100, or email publisherservices@harryfox.com.