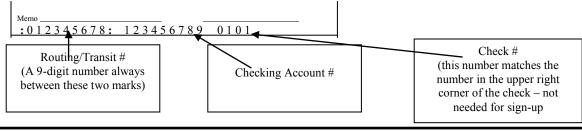
## **Direct Deposit Form**

To set up your Direct Deposit, simply fill out this form and send it to the HR Office.

## Please attach a voided check for each checking account – not a deposit slip.

Below is a sample check detailing the necessary information you will need to obtain to complete this form.



## Important! Please read and sign before completing and submitting this form.

I hereby authorize my employer, to deposit any amounts owed me by initiating credit entries to my account(s) at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated to my accounts. In the event employer deposits funds erroneously into my account, I authorize my employer to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until employer and Bank have received written notice from me of its termination in such time and in such manner as to afford employer and Bank reasonable opportunity to act on it.

Employee Name (print):	•	
Employee Signature:		
New Account Information Make sure to indicate what kind of account and the	amount to be deposited if less than your to	otal net paycheck.
1. Bank Name/City/State:		
Routing/Transit #:	Account Number:	
☐ Checking ☐ Savings	I wish to deposit: \$	or
2. Bank Name/City/State:		
Routing/Transit #:	Account Number:	
☐ Checking ☐ Savings	I wish to deposit: \$	or Entire Net Amount
Current Account Changes or Closing Info	rmation	
1. Bank Name/City/State:		
Routing/Transit #:	Account Number:	
☐ Checking ☐ Savings	I wish to deposit: \$	or
☐ Change Amount ☐ Close Account		
2. Bank Name/City/State:		
Routing/Transit #:	Account Number:	
☐ Checking ☐ Savings	I wish to deposit: \$	or Entire Net Amount
☐ Change Amount ☐ Close Account		

(Note: The direct deposit will take effect on the second pay period after you have notified Payroll. The first pay period after a change is made to Bank accounts results in a "live check.")