



## PAYROLL DIRECT DEPOSIT

**EMPLOYEE FULL NAME** (Print clearly): \_\_\_\_\_

I DO NOT WISH TO ENROLL IN PAYROLL DIRECT DEPOSIT AT THIS TIME.

I WISH TO ENROLL IN PAYROLL DIRECT DEPOSIT, MY ACCOUNTS ARE LISTED BELOW.

DATE: \_\_\_\_\_

SIGNATURE AUTHORIZATION: \_\_\_\_\_

**\*\*\* A VOIDED CHECK OR BANK LETTER IS REQUIRED FOR EACH ACCOUNT \*\*\***

DIRECT DEPOSIT #1	
BANK INFORMATION	ACCOUNT INFORMATION
(Circle One) Same New Change Cancel	(Circle One) Same New Change Cancel
BANK NAME:	ACCOUNT TYPE (Circle One): CHECKING SAVINGS
BANK ADDRESS:	BANK TRANSIT #:
	ACCOUNT #:
BANK PHONE #: ( )	(Circle): (FULL DEPOSIT) (PARTIAL AMT \$ ) (REMAINDER OF NET)

DIRECT DEPOSIT #2	
BANK INFORMATION	ACCOUNT INFORMATION
(Circle One) Same New Change Cancel	(Circle One) Same New Change Cancel
BANK NAME:	ACCOUNT TYPE (Circle One): CHECKING SAVINGS
BANK ADDRESS:	BANK TRANSIT #:
	ACCOUNT #:
BANK PHONE #: ( )	(Circle): (FULL DEPOSIT) (PARTIAL AMT \$ ) (REMAINDER OF NET)

DIRECT DEPOSIT #3	
BANK INFORMATION	ACCOUNT INFORMATION
(Circle One) Same New Change Cancel	(Circle One) Same New Change Cancel
BANK NAME:	ACCOUNT TYPE (Circle One): CHECKING SAVINGS
BANK ADDRESS:	BANK TRANSIT #:
	ACCOUNT #:
BANK PHONE #: ( )	(Circle): (FULL DEPOSIT) (PARTIAL AMT \$ ) (REMAINDER OF NET)

All employees have the opportunity to make direct deposits of payroll checks. This service allows each individual the following choices:

- Full amount of payroll check deposited into checking or savings account(s). OR
  - Partial amount of payroll check deposited into checking account(s) and partial amount deposited into saving(s).
- Note:** Maximum of **three** automatic deposit!

When you use automatic deposit, your funds are available by 3:00 pm on payday (Friday). A Direct Deposit report will be mailed to you with information regarding hours worked, wages earned, and tax withholdings.

If you would like to take advantage of this service, please fill out the form above and return it to the payroll department. If you have questions about completing this form please take it to your bank and consult the customer service representative. This form must be used to make a change to your existing bank or account information, or to cancel automatic deposit(s).

**NOTE:** Your automatic payroll deposit will not be in effect for at least 10-15 days after receipt of form.