

**Employee Direct Deposit
Bank Account Initiation/Change**

This form is to be used for employees new to Direct Deposit. This form may also be used for employees changing the account(s) to which their paycheck is deposited.

Employee Instructions:

1. Complete the employee required information section.
2. Complete the Direct Deposit section to specify where you want your pay deposited.
3. **Sign the bottom of the form.**
4. Retain a copy of this form. Return the original to your employer.

| EMPLOYEE – Required Information | |
|--|--|
| <i>PLEASE PRINT:</i> | |
| Employee Name _____ | |
| Social Security No. ____ / ____ / ____ | |
| <input type="checkbox"/> New or Additional Account <input type="checkbox"/> Change Account | |

ALLOW 10 BUSINESS DAYS TO PROCESS.

You will see a one cent ping deposited into each bank account verifying routing information.

Complete for DIRECT DEPOSIT

I would like my wages/salary deposited to the following bank account(s): NOTE: Maximum of two accounts allowed

| | |
|--|---|
| <p>Bank Account #1 <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Name _____</p> <p>I wish to deposit (check one):</p> <p><input type="checkbox"/> Entire Net Pay Acct. # _____</p> <p><input type="checkbox"/> _____% of Net</p> <p><input type="checkbox"/> Specific Dollar Amount \$_____.00</p> <p>Please attach one of the following (check one):</p> <p><input type="checkbox"/> Voided check *</p> <p><input type="checkbox"/> Bank letter or specification sheet**</p> <p align="center"><i>**See your local bank representative</i></p> | <p>Bank Account #2 <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Name _____</p> <p>I wish to deposit (check one):</p> <p><input type="checkbox"/> Entire Net Pay Acct. # _____</p> <p><input type="checkbox"/> _____% of Net</p> <p><input type="checkbox"/> Specific Dollar Amount \$_____.00</p> <p>Please attach one of the following (check one):</p> <p><input type="checkbox"/> Voided check*</p> <p><input type="checkbox"/> Bank letter or specification sheet**</p> <p align="center"><i>**See your local bank representative</i></p> |
|--|---|

***Cannot use any other type of form; i.e., deposit slip, etc.**

Attach Voided Check Below

I authorize my employer to deposit my net pay each payday directly into my account, and to initiate (if necessary) adjustments for any credit made in error to my account. This authority will remain in effect until I have given written notice to my employer to terminate this service.

Employee Signature _____ Date ____/____/____

Return this original form to your employer.