



DIRECT DEPOSIT ENROLLMENT OR CHANGE

Below is the information required to set up payroll direct deposit. Please complete this form and return to Human Resources with a voided check attached (do NOT attach a deposit slip). If the account is a savings account, attach a copy of the top portion of a statement, from your bank, showing the account number or the account information. Note that you are responsible for any change in account numbers; the direct deposit information that you give will remain on file unless you make a change.

This form needs to be signed even if direct deposit is declined.

ACCOUNT INFORMATION			
PRIMARY ACCOUNT #		SAVINGS OR CHECKING ACCOUNT	
ROUTING #		IF PARTIAL DEPOSIT, DOLLAR AMOUNT/PERCENT	

STOP HERE, if you are only depositing to one account.

EXTRA ACCOUNT INFORMATION FOR PARTIAL DEPOSIT			
SECOND ACCOUNT #		SAVINGS OR CHECKING ACCOUNT	
ROUTING #		DOLLAR AMOUNT/PERCENT	
THIRD ACCOUNT #		SAVINGS OR CHECKING ACCOUNT	
ROUTING #		DOLLAR AMOUNT/PERCENT	
FOURTH ACCOUNT #		SAVINGS OR CHECKING ACCOUNT	
ROUTING #		DOLLAR AMOUNT/PERCENT	

AUTHORIZATION	
<input type="checkbox"/>	YES, I HEREBY AUTHORIZE THE ABOVE DIRECT DEPOSIT.
<input type="checkbox"/>	NO, I DECLINE DIRECT DEPOSIT.

SIGNATURE		
PRINTED NAME		
SIGNATURE		DATE

Payments will be available in your account at 12:01 AM on pay day.