

MANDATORY DIRECT DEPOSIT FOR ALL EMPLOYEES

Full Service Direct Deposit Enrollment Form

Complete this form and return to the Payroll/Benefits Clerk in the Business Office.

Checking Account Number Between these 2 marks	John Q. Public 111 Main Street Anytown, USA 12345	Date _____	0101
	Pay To The Order Of _____	\$ _____	Dollars
Routing/Transit Number is a 9-digit number between these two	MAIN STREET BANK 800 Main Street Anytown, USA 12345	Memo <012345678<123456789* 0101	
			Check Number – Not Needed for Sign-Up

If depositing to a savings account, ask your bank for the Routing/Transit Number for your account since it is not always the same as the number on a savings deposit slip. Attach a voided check for each checking account – NOT A DEPOSIT SLIP.

Important – Please read and sign before completing and submitting:
I hereby authorize my employer to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions indicated on this form. Further I authorize these financial institutions to accept and to credit any credit entries indicated by my employer to my accounts. In the event that my 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 my employer and the financial institutions have received written notice from me of its termination in such time and in such manner as to afford my employer and the financial institution reasonable opportunity to act on it.

Employee Name _____ Social Security Number _____

Employee Signature _____ Date _____

Account Information - You may choose up to three accounts. (Your last item must be for the remaining amount owed to you)

(1) Bank Name/City/State _____
Routing/Transit Number (9 digit) _____
Account Number _____
 Checking I wish to deposit \$ _____
 Savings or check here if depositing entire net amount _____

(2) Bank Name/City/State _____
Routing/Transit Number (9 digit) _____
Account Number _____
 Checking I wish to deposit \$ _____
 Savings or check here if depositing entire net amount _____

(3) Bank Name/City/State _____
Routing/Transit Number (9 digit) _____
Account Number _____
 Checking I wish to deposit \$ _____
 Savings or check here if depositing entire net amount _____