



Direct Deposit

New Employee/New Direct Deposit: Please complete this form and attach a voided check or documentation from your bank verifying your account number and the bank's routing number.

Re-hire/Existing Direct Deposit: If you have not changed banks since your last employment, please complete the form with your checking/savings account number, amount you would like direct deposited, the name of your bank and your bank's routing number. You do not need to attach a voided check if your account has not changed.

TO: Payroll Officer, Finance Department

FROM:

Print first and last name, and phone number

Signature and Date

SUBJECT: Direct Deposit Three direct deposits maximum

I would like to start Direct Deposit on Payroll Date: _____

1. Checking Account- in the amount of \$ _____
(Please attach voided check or documentation from your bank if this is a new banking account)

Acct Number _____

Bank Name & Routing Number _____

2. Checking Account - in the amount of \$ _____
(Please attach voided check or documentation from your bank if this is a new banking account)

Acct Number _____

Bank Name & Routing Number _____

3. Savings Account - in the amount of \$ _____
(Please attach documentation from your bank verifying your account number and bank routing number)

Acct Number _____

Bank Name & Routing Number _____

4. Savings Account - in the amount of \$ _____
(Please attach documentation from your bank verifying your account number and bank routing number)

Acct Number _____

Bank Name & Routing Number _____