

Direct Deposit Authorizations Form

Name: _____ S.S.#: _____

Department

Location: _____ Extension: _____

If you would like to take advantage of Direct Deposit of your payroll check, simply complete the information required below. Please attach a **VOIDED CHECK** or copy of check to this form. We will not be able to accept a deposit slip.

Check Only One:

Reason For Change: (Please print Yes or No)

_____ New Enrollment

_____ Changing Banks

_____ Rehire

_____ Changing Account Number

_____ Closed Account

_____ Cancel my Direct deposit

Depository Information

Deposit 1

Bank Name: _____

Check only one: ☐ Checking OR ☐ Savings

Amount deposited

\$ _____

Bank Routing Number :

(First grouping of numbers printed at the bottom of your check)

Account Number: _____

Deposit 2

Bank Name: _____

Check only one: ☐ Checking OR ☐ Savings

Amount to be deposited

\$ _____

Bank Routing Number :

(First grouping of numbers printed at the bottom of your check)

Account Number: _____

Deposit 3

Bank Name: _____

Check only one: ☐ Checking OR ☐ Savings

Amount to be deposited

\$ _____

Bank Routing Number :

(First grouping of numbers printed at the bottom of your check)

Account Number: _____

I authorize credit entries and any adjustments to be made to my account.

Signature: _____ Date: _____

General Instructions for Direct Deposit Requests

- You must include a **VOIDED CHECK** for every account you have. A copy of a voided check will also be accepted. If you are depositing into a savings account, please obtain a savings account card with the routing number and account number written on it, or a letter from your bank including this information will suffice.
- If you currently have direct deposit and you make a change, either by changing banks or opening a new bank account you will have to go through the pre-noting stage again. This process usually takes 10 day or more.
- The routing number is the first 9 digits at the bottom of your check reading left to right. The account is the second group of numbers that follow.

CHECK EXAMPLE (Bottom Left Corner of Check)

