PLEASE ATTACH A BLANK VOIDED CHECK

You must fill out this form for any direct deposit information. You must fill out 1 form for each account that you are adding, changing, or canceling. This form must be in the Payroll Department by Friday, 12:00 p.m. for input of the following week payroll. No verbal changes are allowed. All changes must be in writing to process. Do not close an account unless you cancel it through Payroll first.

You must only have 1 full deposit. A partial direct deposit indicates that a flat dollar amount will be deducted and a full direct deposit indicates that net pay will be deposited into the account.

Please read this form carefully and write clearly.
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If this is a new account, you must:
1. Already have the account set up at your bank.
2. Find out if they accept direct deposits. Verify bank's transit # and your account # (including dashes)
3. Notify the bank that you are going to set up direct deposit through Payroll. Make sure that there isn't anything special you need to do as far as they are concerned.
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Please check (✓) the appropriate box and fill out the form below:
☐   Canceling account (complete item C below).
☐   Direct deposit already set up, changing $ amount only (complete C below).
☐   A new account (complete A through E below).
☐   A new account to replace a direct deposit already set up (complete A through E below)
       Which account are you replacing? _____
●●●
A. Bank Name _____
B. Bank TBA #:

C. Bank Account #:

D. Checking _____   Savings _____
E. Full Deposit _____   Partial Deposit (amt. per payroll) _____

Please return to the Payroll Department with a voided check from your checking account or a deposit slip from your savings account.

    ◆◆◆◆ Your account # will be pre-noted for 15 days. The procedure can take up to a month to process. ◆◆◆◆
●●●
Authorization given by:

Employee Signature   _____

Print name   _____

Date   _____

Co. Code   _____
(Please print all information, except signature)