

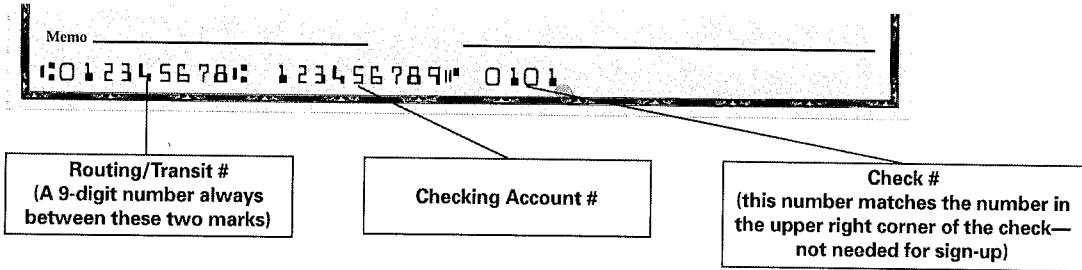
# Direct Deposit Enrollment Form

Employee Name \_\_\_\_\_

Type of Action (one):                      NEW                       CHANGE                       STOP

To enroll in Direct Deposit, simply fill out this form and give it to your Payroll or Human Resources Manager. Attach a voided check for each checking account – NOT a deposit slip. If depositing into a savings account, ask your bank to give you the Routing/Transit Number for your account. It is not always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



Important! Please read and sign before submitting.

I hereby authorize my employer (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I authorize Company 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 Company has received written notice from me of its termination in such time and in such manner as to afford Company reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Information  
You may deposit at up to three banks.

1. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number \_\_\_\_\_

Checking  Savings  I wish to deposit: \$ \_\_\_\_\_ . \_\_\_\_\_ or Entire Net Amount

2. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number \_\_\_\_\_

Checking  Savings  I wish to deposit: \$ \_\_\_\_\_ . \_\_\_\_\_ or Entire Net Amount

3. Bank Name/City/State: \_\_\_\_\_

Routing/Transit #: \_\_\_\_\_ Account Number \_\_\_\_\_

Checking  Savings  I wish to deposit: \$ \_\_\_\_\_ . \_\_\_\_\_ or Entire Net Amount