

## DIRECT DEPOSIT ACCOUNT SET UP FORM

Employee Name: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO COMPLETE YOUR REQUEST:**

1. *Indicate whether your pay will be deposited into your checking or savings account.*
2. *If more than one account, select either Available Amount (Net Pay), Dollar Amount (indicate amount to deposit), or Percent Amount (indicate percentage of pay to deposit).*
3. *Attach a voided check(s) or printout(s) from your bank(s).*

Set-up typically takes one or two payroll cycles to process. Do not consider your direct deposit set-up complete until you have personally confirmed it with your bank.

**Direct Deposit Sequence Number 1**       New       Change       Cancel

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type:       Checking       Savings

Deposit Amount (choose one):

Available Amount(Net Pay)       Dollar Amount \$ \_\_\_\_\_       Percent Amount \_\_\_\_\_%

**Direct Deposit Sequence Number 2**       New       Change       Cancel

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type:       Checking       Savings

Deposit Amount (chosed one):

Available Amount(Net Pay)       Dollar Amount \$ \_\_\_\_\_       Percent Amount \_\_\_\_\_%

It is understood and agreed that I may terminate or change this agreement at any time by written notification to Human Resources. Any such notification shall be effective after the department receives the notification and any changes will be dependent on the date of receipt and payroll cycles

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

HR Use Only: Pre Note Date 1: \_\_\_\_\_ Pre Note Date 2: \_\_\_\_\_ Pre Note Date 3: \_\_\_\_\_