EMPLOYEE DIRECT DEPOSIT ENROLLMENT FORM

General Instructions: (1) Fill out and sign this form. (2) Attach a voided check for each checking account (NOT a deposit slip), and (3) Return this to your Payroll Manager. If you want to deposit into a savings account, have your bank provide you with the account number and the routing and transit number (it usually is NOT the number on a deposit slip.

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Client:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important!** Employees please read and sign the following before you complete and submit your account information.

The undersigned hereby authorizes his or her employer or its designee (“Employer”) to deposit any sums Employer owes to me into the bank or other financial institution (“Financial Institution”) accounts identified below. The undersigned also authorizes Financial Institution to receive and accept any such deposits and credit the same to my account. If any deposit is made to my account in error by Employer, Financial Institution is authorized to return the erroneous payment to Employer and debit my account for the same in an account not to exceed the amount of the erroneous deposit. The authorization shall remain in effect until revoked by the undersigned in writing so as to allow Employer and Financial Institution a reasonable opportunity to act.

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

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

Employee Account Information. (Last item must equal remaining balance. For more accounts, attach additional sheets.

\_\_\_\_\_ New Account \_\_\_\_\_Additional Account \_\_\_\_\_ Replacement Account

1. Bank Name, City & State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routing & Transit Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Checking \_\_\_\_\_Saving Please deposit: $\_\_\_\_\_\_\_\_or \_\_\_\_\_% or \_\_\_\_\_Entire Net Pay

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ New Account \_\_\_\_\_Additional Account \_\_\_\_\_ Replacement Account

1. Bank Name, City & State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routing & Transit Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Checking \_\_\_\_\_Saving Please deposit: $\_\_\_\_\_\_\_\_or \_\_\_\_\_% or \_\_\_\_\_Entire Net Pay

**ATTACH VOIDED CHECK HERE**