

## Direct Deposit Enrollment Form

**General Instructions:** (1) Fill out this form **completely** and sign, (2) Attach a voided check for each checking account (*not a deposit slip*), and (3) Return this to your payroll administrator. 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*). See example at bottom.

**NOTE: If a voided check is not attached, your direct deposit enrollment will be delayed.**

Payer's name: \_\_\_\_\_ ("Company")

Important! Payees please read and sign the following before you complete and submit your account information. The undersigned hereby authorizes Company to deposit any sums Company 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 Company, Financial Institution is authorized to return the erroneous payment to Company and to debit my account for the same in an amount not to exceed the amount of the erroneous deposit. This authorization shall remain in effect until revoked by the undersigned in writing so as to allow Company and Financial Institution a reasonable opportunity to act.

Payee's printed name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

or (if company)

Payee's Signature: \_\_\_\_\_ Federal ID #: \_\_\_\_\_ - \_\_\_\_\_

Payee's Account Information. (*Last item must equal remaining balance. For more accounts, attach additional sheets.*)

New Account     Additional Account     Replacement Account     Issue Visa Pay (debit) Card

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

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

Checking or  Savings    ☆ Please deposit: \$ \_\_\_\_\_ or \_\_\_\_\_ % or  Entire Net Pay

New Account     Additional Account     Replacement Account     Issue Visa Pay (debit) Card

2) Bank Name, City & State: \_\_\_\_\_

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

Checking or  Savings    ☆ Please deposit: \$ \_\_\_\_\_ or \_\_\_\_\_ % or  Entire Net Pay

New Account     Additional Account     Replacement Account     Issue Visa Pay (debit) Card

3) Bank Name, City & State: \_\_\_\_\_

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

Checking or  Savings    ☆ Please deposit: \$ \_\_\_\_\_ or \_\_\_\_\_ % or  Entire Net Pay

Checking Account #  
(usually follows the Routing & Transit #)

Routing & Transit # (9 digit number between these two symbols)

John & Jane Doe  
123 Your Street  
Anywhere, USA 12345

Date \_\_\_\_\_ 2001

Pay To The Order Of \_\_\_\_\_ \$ \_\_\_\_\_

ATTACH VOIDED CHECK

YOUR BANK  
123 Your Bank's Street  
Anywhere, USA 12345

Memo \_\_\_\_\_

⑆ 0 1 2 3 4 7 6 7 8 1 ⑆    ⑆ 2 3 4 5 6 7 8 9 1 ⑆    ⑆ 2 0 0 1 ⑆

Check Number (is not needed to complete this form)