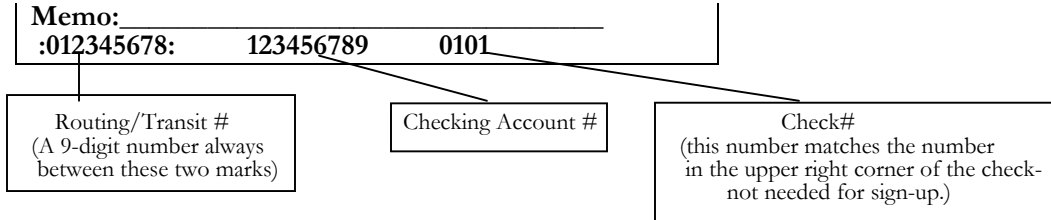




# Employee Direct Deposit Enrollment Form

To enroll in Full Service Direct Deposit, simply fill out this form and give it to your payroll department. Attach a voided check for each checking account— not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't 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.



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**Important! Please read and sign before completing and submitting.**

I hereby authorize Employer, either directly or through its payroll service provider, to deposit any amounts owed to me by initiating credit entries to my account at the financial institution thereafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Employer, either directly or through its payroll service provider to my account. In the event that Employer deposits funds erroneously into my account, I authorize Employer, either directly or through its payroll service provider, 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 Employer and Bank have received written notice from me of its termination in such time and in such manner as to afford Employer and Bank reasonable opportunity to act on it.

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

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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### Account Information

At this time, we can only process direct deposits to one account. Sorry for the inconvenience.

**Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck .**

Bank Name/City/State: \_\_\_\_\_ Routing/Transit #: \_\_\_\_\_

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

Checking       Savings       Other