

DIRECT DEPOSIT APPLICATION

PLEASE PRINT ALL INFORMATION:

NAME \_\_\_\_\_

100% OF YOUR PAYCHECK MUST BE DEPOSITED. YOU MAY DISTRIBUTE YOUR CHECK BETWEEN AS MANY AS FIVE (5) ACCOUNTS. THE ACCOUNTS DO NOT HAVE TO BE WITH THE SAME BANKING INSTITUTION.

EMAIL ADDRESS \_\_\_\_\_

**PROOF OF THE DEPOSIT ACCOUNT IS REQUIRED FOR VERIFICATION OF ACCOUNTS. ATTACH ONE OF THE FOLLOWING: VOIDED CHECK, COPY OF CANCELLED CHECK OR A COPY OF THE ACCOUNT AS IT APPEARS ON YOUR BANK STATEMENT, FOR EACH ACCOUNT.**

Do not use a checking account deposit slip to obtain your bank's routing number or your account number as they may include numbers which cannot be used for direct deposit purposes. If your financial institution has recently merged with another financial institution, you should contact them first to obtain the new bank routing and account numbers.

<u>BANK NAME</u>	<u>TYPE OF ACCT</u> <u>CHK/SAV</u>	<u>BANK ROUTING</u> <u>NUMBER</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u> <u>TO DEPOSIT</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

THE BANK ROUTING NUMBER IS USUALLY THE FIRST NINE DIGITS THAT APPEAR AT THE BOTTOM OF YOUR CHECK. IT TYPICALLY STARTS WITH "04" OR "24".

THE "AMOUNT TO DEPOSIT" MAY BE STATED IN DOLLARS OR AS A PERCENTAGE OF YOUR PAYCHECK, HOWEVER AT LEAST ONE ACCOUNT HAS TO BE EXPRESSED AS A PERCENTAGE TO COVER THE BALANCE OF YOUR PAYCHECK. EX: Account #1 – 50.00, Account #2 – 250.00, Account #3 – 100%

NEW/CHANGE APPLICATIONS WILL BE ACCEPTED ON AN ON-GOING BASIS.

SIGNATURE OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_