



**Employee Direct Deposit Form**

<b>Employee Name:</b>	<b>Social Security Number:</b>
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**Employee Instructions**

1. Complete the employee required information section
2. Attach a voided check to the form
3. Sign and date the bottom of the form

**Employee - Complete for Direct Deposit**

**I would like my pay deposited into the following bank account(s):**

**Account #1**

Bank Account Type: Checking Savings Privaca\$h

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

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

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

**I wish to deposit (check one):**

Entire Net Pay

\_\_\_\_\_ of Net Pay

Specific Dollar Amount \_\_\_\_\_

**I WISH TO CANCEL THIS DIRECT DEPOSIT ACCOUNT**

**Please attach one of the following (check one):**

Voided check (NOT deposit slip)

Bank letter of specification sheet (*See your local bank representative*)

**ATTACH VOIDED CHECK HERE**

**Account #2 – Net Remainder of Pay**

Bank Account Type: Checking Savings Privaca\$h

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

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

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

**I WISH TO CANCEL THIS DIRECT DEPOSIT ACCOUNT**

**Please attach one of the following (check one):**

Voided check (NOT deposit slip)

Bank letter of specification sheet (*See your local bank representative*)

**ATTACH VOIDED CHECK HERE**

Signature

Date