

# Direct Deposit Enrollment Form

To enroll in Direct Deposit, simply fill out this form and give it to your payroll manager. **Attach a voided check for each checking account – not a deposit slip.** If depositing to a savings account, ask your bank to give you a specification sheet with the Routing/Transit Number, your account number and type of account. It isn't always the same as the number on the savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check detailing where the information necessary to complete this form can be found.

John Q. Public Jane Q. Public 111 Main Street Anytown, USA 12345	0101  Date _____	
Pay To The Order of _____	\$ <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px; vertical-align: middle;"></span>  _____ DOLLARS	
Main Street Bank 222 Main Street Anytown, USA 12345	Memo _____	
<b>012345678</b>	<b>123456789</b>	<b>0101</b>
Routing #	Account #	Check # (not needed)

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

I hereby authorize my employer (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I authorize Company 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 Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

***Account Information***

**1. Bank Name/City/State:** \_\_\_\_\_

Routing /Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_

Checking Savings I wish to deposit: \$ \_\_\_\_\_ or Entire Net Amount

**2. Bank Name/City/State:** \_\_\_\_\_

Routing /Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_

Checking Savings I wish to deposit: \$ \_\_\_\_\_ or Entire Net Amount

**3. Bank Name/City/State:** \_\_\_\_\_

Routing /Transit #: \_\_\_\_\_ Account #: \_\_\_\_\_

Checking Savings I wish to deposit: \$ \_\_\_\_\_ or Entire Net Amount