

Direct Deposit Signup Sheet

Note: A copy of your voided check from each bank will be required to verify bank routing and account numbers.

Employee Information

Employee Name: _____

Employee's Bank Name/Credit Union: _____

Direct Deposit Options:

Savings Yes No Account Number: _____

Bank Routing Number (9 digits long)/ Transit Number: _____

Amount to deduct: \$ _____ Percentage to deduct: _____

Checking Yes No Account Number: _____

Bank Routing Number (9 digits long)/ Transit Number: _____

Amount to deduct: \$ _____ Percentage to deduct: _____

If you will be depositing money to another bank, besides the one listed above please fill the information below:

Employee's Bank Name/Credit Union: _____

Bank Routing Number (9 digits long)/ Transit Number: _____

Direct Deposit Options:

Savings Yes No Account Number: _____

Bank Routing Number (9 digits long)/ Transit Number: _____

Amount to deduct: \$ _____ Percentage to deduct: _____

Checking Yes No Account Number: _____

Bank Routing Number (9 digits long)/ Transit Number: _____

Amount to deduct: \$ _____ Percentage to deduct: _____

Office Use only:

Effective Date: / /

Employee ID:	Deduction Code:
Employee Name:	Have you received a copy of the voided check for account verifications: <input type="checkbox"/> Yes <input type="checkbox"/> No