# Full Service Direct Deposit

# Your Pay Goes into the Bank. You Don't.

Here's a new employee benefit that takes the hassle out of payday.

Full Service Direct Deposit automatically deposits your paycheck into the bank account(s) you select. Distribute your pay among multiple accounts (checking, savings, Christmas clubs, investment accounts, etc.) at different financial institutions. You won't have to stand in long check-cashing lines to deposit your pay anymore. Your pay will be in your account(s), ready for immediate use—even if you can't get to the bank.

## Full Service Direct Deposit is...

- Convenient. It deposits your net pay automatically to the bank account(s) of your choice. Full Service Direct Deposit also makes your money instantly available on payday for withdrawal or check writing—even if you aren't in the office on payday!
- Safe. Full Service Direct Deposit eliminates the chance of lost, stolen, or damaged paychecks.
- Confidential. Full Service Direct Deposit reduces handling of your personal payroll information by others.
- Reliable. Full Service Direct Deposit provides complete paystub information and deposit confirmation every payday.
- Free. All these benefits are offered to employees at no additional charge.

#### How to Enroll...

To sign up for Full Service Direct Deposit, complete the enrollment form and give it to your payroll manager. Take advantage of Full Service Direct Deposit today!

02-184-124



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TAKE THE
HASSLE OUT
OF YOUR

Full Service Direct Deposit



**PAYDAY** 



# Employee Direct Deposit Enrollment Form

	UR COMPAN	Y NAME MUST		odate your employee's direct deposit information PRE DISTRIBUTING THIS FORM TO YOUR	
Company Code: _	Comp	any Name:	fa	Employee File Number:	
				Mgr. Signature:	
Routing/Transit Numersure that you are public Below is a sample character of the Routing/Transit (A 9-digit number)	ount – not a d hber for your a aid correctly. heck MICR li  781: 123  it # always	eposit slip. If deplecount. It isn't allone, detailing who	oositing to a savings a ways the same as th ere the information	ve it to your payroll manager. Attach a voided check account, ask your bank to give you the e number on a savings deposit slip. This will help necessary to complete this form can be found.  Check #  (this number matches the number in	
between these two				the upper right corner of the check— not needed for sign-up)	
of its termination in s	on is to remain uch time and	n in full force and in such manner as	s to afford Employer	ver and Bank have received written notice from me r and Bank reasonable opportunity to act on it.	
Employee Name:			Social Security #:		
Employee Signature	e:			Date:	
Make sure to indica	e for the rema	of account, alon	ng with amount to	ute to more accounts, please complete another form.  be deposited, if less than your total net paycheck	
Routing/Transit #	:		Account Num	ber:	
☐ Checking	☐ Savings	☐ Other	I wish to depo	osit: \$ or 🗆 Entire Net Amoun	
2. Bank Name/City/S	State:				
Routing/Transit #	:		Account Num	ber:	
☐ Checking [	☐ Savings	☐ Other			
3. Bank Name/City/S			I wish to depo	osit: \$ or 🗆 Entire Net Amoun	
	State:			osit: \$ or	
Routing/Transit #				osit: \$ or	

### ATTENTION PAYROLL MANAGER:

Employers must keep each original employee enrollment form on file as long as the employee is using FSDD, and for two years thereafter.