

## Employee Direct Deposit Enrollment Form

To enroll in Full Service Direct Deposit, simply fill out this form and provide it to WVI Employee Service Centre in the GC Los Angeles office (send by email to \_\_\_\_\_, or mail to World Vision International, 800 West Chestnut Ave., Monrovia, CA 91016, attention \_\_\_\_\_).

**Attach a voided check for each checking account** – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

You may elect up to two fixed dollar amount direct deposits, in addition to direct deposit of your remaining net pay. Each of the three direct deposits may be to three different bank/accounts. It is your choice.

For each account listed, indicate if this is a new enrollment for direct deposit, an election to discontinue your direct deposit, a change to the dollar amount, or a change to the bank/account.

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

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

Printed Employee Name: Danny Row Employee ID#: 323498

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

### Account Information

The first two items are for fixed dollar deposits; the last item must be for the remaining net amount (even if no fixed dollar deposit is elected). **For each, make sure to indicate if the account is Checking or Savings.**

#### Canadian financial institution

☐ **New** ☐ **Discontinue** ☐ **Change \$ Amount** ☐ **Change Bank/Account**

1. Bank Name/City/State: CIBC

Routing/Transit #: 00257 Account Number: 8309950

Checking ☐ Savings ☐ I wish to deposit: \$ 150

☐ **New** ☐ **Discontinue** ☐ **Change \$ Amount** ☐ **Change Bank/Account**

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

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

Checking ☐ Savings ☐ I wish to deposit: \$ \_\_\_\_\_

☐ **New** ☐ **Discontinue** ☐ **Change \$ Amount** ☐ **Change Bank/Account**

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

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

Checking ☐ Savings ☐ ☐ I wish to deposit Remaining Net Amount

