



Save Time with Direct Deposit. It's safe, easy and convenient.

Employer Direct Deposit Sign-Up Form

Take this completed form to your employer to request direct deposit of your payroll check.

Why Direct Deposit?

It's convenient and it saves time.

- Your checks automatically get deposited into your account on the payroll date set by your employer
- Avoid bank lines
- Your money is available in your account on payday

It's safe and secure.

- No more lost or misplaced checks
- Confirm your deposit by phone or online
- You'll receive a copy of the payment from your employer or their payroll service provider for your records

How do I set up Direct Deposit?

- Payroll Checks
Take this completed application form to your employer's payroll department. Include a voided check so your employer can confirm your account and routing/transit numbers

It may take one payroll period before the direct deposit takes effect - talk to your employer

Customer Name

Address

City

State

Zip Code

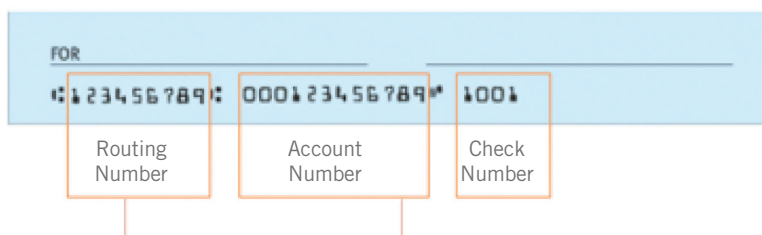
Please have my payroll check automatically deposited into the following account

☐ Checking Account Number

or

☐ Savings Account Number

Bank's Routing Number



Typically, Routing and Account Numbers can be found on the bottom of your check

I authorize (name of business) _____ and my bank to automatically deposit my payroll check into my account listed above (this includes my authorization to correct entries made in error.) This authorization will remain in effect until I give written notice to cancel it.

Customer Signature

Date