

Direct Deposit Enrollment Form

We are pleased to offer the option of direct deposit for your paychecks. If you would like to enroll for direct deposit, please complete this form, sign it and return it to your payroll department. Direct deposit will take effect once the information below has gone through the necessary banking verification period (10 business days).

PLEASE ATTACH A COPY OF A CANCELLED CHECK TO THIS FORM

NAME _____

SOCIAL SECURITY
NUMBER _____

NAME AND ADDRESS OF
YOUR BANK _____

TYPE OF ACCOUNT:

CHECKING _____ SAVINGS _____

ACCOUNT NUMBER _____

BANK ROUTING # _____

FRACTIONAL NUMBER _____

SIGNATURE _____

DATE _____

Please note that banking regulations require 48 hours to process a direct deposit file and distribute funds into each employee's bank account.