



# Employee Direct Deposit Enrollment Form

**General Instructions:** (1) Fill out and sign this form, (2) Return this to your manager. If you want to deposit into a savings account, have your bank provide you with the account number and the routing /transit number (*it usually is not the number on a deposit slip*).

Company: \_\_\_\_\_

The undersigned hereby authorizes his or her employer or its designee ("Employer") to deposit any sums Employer owes to me into the bank or other financial institution ("Financial Institution") accounts identified below. The undersigned also authorizes Financial Institution to receive and accept any such deposits and credit the same to my account. If any deposit is made to my account in error by Employer, Financial Institution is authorized to return the erroneous payment to Employer and to debit my account for the same in an amount not to exceed the amount of the erroneous deposit. This authorization shall remain in effect until revoked by the undersigned in writing so as to allow Employer and Financial Institution a reasonable opportunity to act.

Printed Name: \_\_\_\_\_ Email (for Electronic Paystubs): \_\_\_\_\_

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

\_\_\_\_ New Account      \_\_\_\_ Additional Account      \_\_\_\_ Replacement Account

1. Bank Name, City, & State: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking     Savings    Please deposit: \$ \_\_\_\_\_ or \_\_\_\_\_%    or  Entire Net Pay

\_\_\_\_ New Account      \_\_\_\_ Additional Account      \_\_\_\_ Replacement Account

2. Bank Name, City, & State: \_\_\_\_\_

Routing & Transit Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking     Savings    Please deposit: \$ \_\_\_\_\_ or \_\_\_\_\_%    or  Remaining Net Pay

John & Jane Doe  
123 Your Street  
Anywhere, USA 12345

2001

Date \_\_\_\_\_

Pay To The Order Of \_\_\_\_\_ \$ \_\_\_\_\_

**VOIDED CHECK** (If Available) DOLLARS

YOUR BANK  
123 Your Bank's Street  
Anywhere, USA 12345

Memo \_\_\_\_\_

012347678

123456789/

/2001/

Checking Account # (usually follows the Routing & Transit #)

Routing & Transit # (A NINE digit number)

Check Number (is not needed to complete this form)