

# Employee Information for Direct Deposit

Please print legibly

Employee Name: \_\_\_\_\_

Last four digits of Social Security #: \_\_\_\_\_

## What Portion of Net Pay Would You Like Deposited?

You may have all or part of your paycheck deposited directly to your bank account(s).

Select one of the following options to indicate the portion of your total paycheck you want deposited.

100% of Net Pay       Indicated Percent \_\_\_\_\_%       Indicated Dollar Amount \$ \_\_\_\_\_

## How Do You Want The Direct Deposit Made?

Please identify up to four bank accounts where you want your check deposited, and indicate the amount or percentage of your paycheck you want deposited in each account. You **must** enter information in the "Account for the Balance of the Direct Deposit Amount" section.

\*\*\*Attach a cancelled check for each account\*\*\*

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| <p>Account for the Balance of the Direct Deposit Amount:</p> <hr/> <p>Bank Name: _____</p> <hr/> <p>Bank Routing Number: _____</p> <hr/> <p>Bank Account Number: _____</p> <p>Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/></p> <p><input type="checkbox"/> The remainder of the check will be automatically deposited in this account</p> | <p>Account for Percent or Selected Amount Deposit:</p> <hr/> <p>Bank Name: _____</p> <hr/> <p>Bank Routing Number: _____</p> <hr/> <p>Bank Account Number: _____</p> <p>Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/></p> <hr/> <p>Indicate Deposit Amount for this Account: (select one)</p> <p><input type="checkbox"/> Percent of Direct Deposit Amount _____ %</p> <p><input type="checkbox"/> Selected Dollar Amount \$ _____</p> |
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| <p>Account for Percent or Selected Amount Deposit:</p> <hr/> <p>Bank Name: _____</p> <hr/> <p>Bank Routing Number: _____</p> <hr/> <p>Bank Account Number: _____</p> <p>Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/></p> <hr/> <p>Indicate Deposit Amount for this Account: (select one)</p> <p><input type="checkbox"/> Percent of Direct Deposit Amount _____ %</p> <p><input type="checkbox"/> Selected Dollar Amount \$ _____</p> | <p>Account for Percent or Selected Amount Deposit:</p> <hr/> <p>Bank Name: _____</p> <hr/> <p>Bank Routing Number: _____</p> <hr/> <p>Bank Account Number: _____</p> <p>Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/></p> <hr/> <p>Indicate Deposit Amount for this Account: (select one)</p> <p><input type="checkbox"/> Percent of Direct Deposit Amount _____ %</p> <p><input type="checkbox"/> Selected Dollar Amount \$ _____</p> |
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_