

DIRECT DEPOSIT FORM

Instructions

Fill in Employee Information below. For each account that is to be set up, you must attach a voided check. (***A deposit slip will not work.***) If the account has no checks, you will need to get a direct deposit form from your financial institution. If only one account is listed, your net pay will be deposited in that account. If a second account is desired, you must specify the amount to be deposited in the secondary account and the balance of your net pay will be deposited into the primary account.

Employee Information

Date:	
Name:	
Social Security Number:	
School/Location:	

Account Information

Primary Account – Please attach a voided check or direct deposit form from your financial institution to this form.

Secondary Account (Optional): Please attach a voided check or direct deposit form from your financial institution to this form.

Amount to be deposited:			
Account Type:		Savings	Checking