

# 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:	
Location:		Social Security #	
Bank Name			
Routing #		Account #	
Checking:	<input type="checkbox"/>	Savings:	<input type="checkbox"/>

## 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:			
Bank Name			
Routing #		Account #	
Checking:	<input type="checkbox"/>	Savings:	<input type="checkbox"/>