# Employee Enrollment for Direct Deposit

I hereby authorize my employer to initiate *Automated Clearing House (ACH)* credit and debit entries to the following personal checking and/or savings accounts listed below. These entries are exclusively for the purpose of "direct deposit" payroll.

**Employee Name:** _____

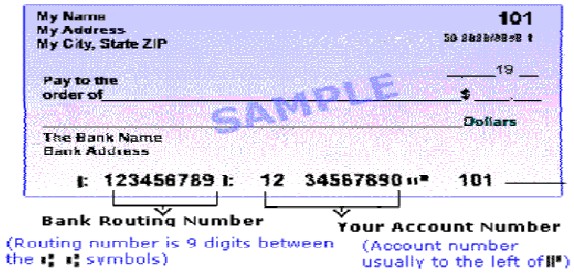
**Employee Signature:** _____

**Employer Name:** _____

Your paycheck may be deposited into any checking or savings account that you choose, at any bank. We encourage you to take advantage of *Direct Deposit* to have part of your paycheck automatically deposited into a savings account, and the rest deposited to your normal checking account.

The following information is important to make sure that your paycheck is correctly deposited into your account(s). Please *carefully* fill out the following information, and attach voided checks for each account you wish to have your paycheck deposited into. **Do not** use a deposit ticket to fill out the following information ... you must use a check.

- Your bank's *"Transit/Routing Number"* is on every one of your personal checks, usually on the bottom left. Your account number is usually to the right of the bank's number.




- Fill in a "C" if this is a Checking account, an "S" if this is a Savings account.
- Indicate how much of your paycheck you want deposited into each account by indicating “A” or “P” in the Amount/Percent box. Then write the amount or percent to the right of this box. (100% = entire check will be deposited in that account)

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Bank Transit/Routing Number (9 digits) Your Account Number

**C**hecking or **S**avings: ☐ **A**mount or **P**ercent: ☐ ... ☐☐☐☐☐☐☐☐☐.☐☐

Actual amount or percentage

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Bank Transit/Routing Number (9 digits) Your Account Number

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Actual amount or percentage

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Actual amount or percentage

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