

## DIRECT DEPOSIT FORM

This form is utilized for direct deposit for payroll, as well as miscellaneous electronic direct deposit reimbursements.

**EMPLOYEE'S AUTHORIZATION** -- Please fill out and return to the Human Resources Office. **Please attach a voided check for deposit into a checking account and/or a voided deposit slip for deposit into a savings account.**

**A maximum of three accounts is allowed for payroll direct deposit; one account is allowed for miscellaneous electronic direct deposit reimbursements. Please record the designated account below.**

If using multiple accounts indicate specific dollar amount  
on 1<sup>st</sup> account and write in 'remainder' on final account.

	1 <sup>st</sup> Account	2 <sup>nd</sup> Account	3 <sup>rd</sup> Account
Financial Institution			
City, State			
Savings or Checking			
Deposit Amount: Partial or All			

Miscellaneous electronic direct deposit reimbursements are to be deposited into:

Account #1     
  Account #2     
  Account #3

This authority will remain in effect until I have cancelled it in writing.

**I authorize you and the financial institution listed above to initiate electronic credit entries (and, if necessary, debit entries and adjustments for any credit entries in error).**

Name (Please Print) \_\_\_\_\_ Department \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_