

# Employee Direct Deposit Enrollment Form

**General Instructions:** (1) Fill out and sign this form, (2) Attach a voided check for each checking account (*not a deposit slip*), and (3) Return this to your Payroll Manager. If you want to deposit into a savings account, have your bank provide you with the account number and the routing and transit number (*it usually is not the number on a deposit slip*). See example at bottom.

Company: \_\_\_\_\_

Client # \_\_\_\_\_

**Important!** Employees, please read and sign the following before you complete and submit your account information.

The undersigned hereby authorizes his or her employer or its designee ("Employer") to deposit any sums Employer owes to me into the bank or other financial institution ("Financial Institution") accounts identified below. The undersigned also authorizes Financial Institution to receive and accept any such deposits and credit the same to my account. If any deposit is made to my account in error by Employer, Financial Institution is authorized to return the erroneous payment to Employer and to debit my account for the same in an amount not to exceed the amount of the erroneous deposit. This authorization shall remain in effect until revoked by the undersigned in writing so as to allow Employer and Financial Institution a reasonable opportunity to act.

Printed Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Account Information. (*Last item must equal remaining balance. For more accounts, attach additional sheets.*)

New Account     
  Additional Account     
  Replacement Account

1. Bank Name, City, & State: \_\_\_\_\_

Routing & Transit Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking     
  Savings     
 Please deposit: \$ \_\_\_\_\_ . \_\_\_\_ or \_\_\_\_\_%     
 or  Entire Net Pay

New Account     
  Additional Account     
  Replacement Account

2. Bank Name, City, & State: \_\_\_\_\_

Routing & Transit Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking     
  Savings     
 Please deposit: \$ \_\_\_\_\_ . \_\_\_\_ or \_\_\_\_\_%     
 or  Remaining Net Pay

John & Jane Doe  
123 Your Street  
Anywhere, USA 12345

2001

Date \_\_\_\_\_

Pay To The  
Order Of \_\_\_\_\_ \$ \_\_\_\_\_

ATTACH VOIDED CHECK

DOLLARS

YOUR BANK  
123 Your Bank's Street  
Anywhere, USA 12345

Memo \_\_\_\_\_

⑆0 1 234 76 78⑆

1 234 56 78 9⑆

⑈ 200 1 ⑈

Checking Account # (usually follows the Routing & Transit #)

Routing & Transit # (9 digit number between these two symbols)

Check Number (is not needed to complete this form)

**Attention Employers:** Keep each copy of enrollment form on file as long as the employee is active and for two years afterward