

INTRODUCING PAYROLL DIRECT DEPOSIT
The automatic deposit of your pay to your bank account!

How it works:

1. Your net pay is automatically deposited to your bank account – checking or savings.
2. You will continue to receive an earnings statement on payday, indicating gross pay, taxes and other deductions.
3. Your deposit will appear on your bank statement.

How to enroll:

1. Complete the bottom portion of this form and return it to your payroll department.
2. Be sure to indicate whether you are using a check or a savings account.
3. Attach a copy of a voided check.
4. You may discontinue this service at any time by notifying your payroll department.
5. Notify your local bank that you will be utilizing Direct Deposit.

If you would like to split your net deposit among multiple accounts (three maximum), please fill out a separate form for each account and specify amounts.

AUTHORIZATION FOR PAYROLL DIRECT DEPOSIT

I authorize my payroll department and the bank indicated below to deposit my net pay automatically to my account on payday. If moneys to which I am not entitled are deposited to my account, I authorize the reversal of these funds. This authorization will remain in effect until I cancel it in writing.

Depository Bank Name

Branch Address

Checking or Savings

Account Number

Please Circle One of the Above

Bank ABA # (Routing #)

Pensioner Name (please print)

Date / /

Pensioner Signature

BE SURE TO ATTACH A COPY OF A VOIDED CHECK!!!