

DIRECT DEPOSIT

WE REQUIRE THIS TO BE FILLED OUT IN PERSON.

Payroll procedures require that any changes affecting direct deposit must be received by the payroll office no later than the 10th of the applicable month.

A **current voided check is required** to be attached for proper account #/bank routing # information.

We will also accept a letter of authorization from your bank, this is to assure proper account #/bank routing # information.

If you are using a savings account, please have your bank complete the routing number and account number and a representative sign below for the verification.