

## **Direct Deposit Form**

(If requesting your payroll check to deposit in more than one account, be sure to complete it separately using bottom portion.)

Employee Name:	
Direct Deposit Account: Checking	Savings
Bank Name:	
Bank Routing #:	
Checking Account #:	
	Percent/Amount:
(This section is for using more than one banking institution)	
Direct Deposit Account: Checking	Savings
Bank Name:	
Bank Routing #:	
Checking Account #:	Percent/Amount:
Savings Account #:	Percent/Amount:
Signature:	Date:

\*\*A voided check(s) or direct deposit authorization(s) from the banking institution(s) must be attached when returning form to the business office.