

DIRECT DEPOSIT FORM

Now that you have decided to participate in the company's direct deposit program, there are several features that need to be explained. You have the option of having your entire net pay deposited into the account of your choice; OR, you have the ability to split your net pay, either by a fixed amount or a percentage being deposited into your specified account, with the balance being deposited into another account of your choice. If there is not enough net pay to go to the fixed amount it will take as much as possible.

Example 1: Net pay is \$500.....Savings is to get 25% (\$125) Checking is to get balance (\$375)

Example 2: Net pay is \$500....100% is designated for checking. \$500 goes to checking.

Example 3. Net pay is \$500.....Savings is to get \$100. Balance (\$400) goes to checking

Please complete the form below and return it to the Payroll Department, along with a copy of one of your voided or blank checks as soon as possible. REMEMBER.....ONCE YOU GIVE THE AUTHORIZATION TO DIRECT DEPOSIT (as indicated below), THIS WILL REMAIN IN EFFECT EACH PAYROLL UNTIL YOU OFFICIALLY NOTIFY THE PAYROLL DEPARTMENT OTHERWISE.

Employee Name: (please print)	
Financial Institution:	
	Fixed Amount OR % *(see note below)
Checking Account #:	
Savings Account #:	
(Note: You may designate a portion into each account)	
Signature:	
Date:	
For Payroll Use Only	
Routing No:	

*Note: If you indicate a "fixed" amount in one account, the balance of your net pay will go to the other account.

If you indicate a "%", the total must equal 100% (i.e. 100% allocated to checking or savings, 10% allocated to savings and 90% allocated to checking, etc.)