



Direct Deposit Request/Change Form

Important! Please read and sign before completing and submitting. I hereby voluntarily authorize the Company named above (hereafter “Employer”), either directly or through its payroll service provider, to deposit any amounts owed me by initiating credit entries to my account(s) at the financial institution(s) of my choice (hereinafter “Bank”) indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Employer, either directly or through its payroll service provider, to my account. To the extent permitted by law, in the event that Employer or its payroll service provider deposits funds erroneously into my account (s), I authorize Employer, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit. To the extent permitted by law, I understand that I have the right to refuse consent or revoke authorization of direct deposit at any time without fear of retaliation, and I have the right to receive any payment owed to me by other means. This authorization is to remain in full force and effect until Employer and Bank have received written notice from me of its termination in such time and manner as to afford Employer and Bank reasonable opportunity to act on it.

Signature: _____

Employee Name (print): _____ Date: _____

Additional form needed

Please also include either a voided check or direct deposit information sheet (available online from your financial institution). We will not be able to process your direct deposit request form without one of these documents.

For HR use only:

Request Processed By: _____ Date: _____

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New Request – Use this section only if you do not currently have any active direct deposits.

	<i>Name of Financial Institution</i>	<i>Transit Routing #</i>	<i>Account #</i>	<i>Amount*</i>	<i>Account Type (Checking/Savings)</i>
1					
2					
3					
4					
5					

- OR -

Direct Deposit Change – Use this section if you are adding and/or removing accounts. Please complete both sections (*Adding* and *Removing*). If one section does not apply, please write “None” in the first box under *Name of Financial Institution.*

<i>Adding Additional Account(s) to Direct Deposit</i>					
	<i>Name of Financial Institution</i>	<i>Transit Routing #</i>	<i>Account #</i>	<i>Amount*</i>	<i>Account Type (Checking/Savings)</i>
1					
2					
3					
4					
5					

<i>Removing Account(s) to Direct Deposit</i>					
	<i>Name of Financial Institution</i>	<i>Transit Routing #</i>	<i>Account #</i>	<i>Amount*</i>	<i>Account Type (Checking/Savings)</i>
1					
2					
3					
4					
5					

*Amounts may be entered as whole dollar amounts or as percentages. If entering whole dollar amounts and you have more than one account, one must be designated with “balance”.