



Direct Deposit Form

Employee Name: _____ Social Security No.: _____

What Portion of Net Pay Would You Like Deposited?

You may have all or part of your paycheck deposited directly to your bank account(s). Select one of the following options to indicate the portion of your total paycheck you want deposited.

100% of Net Pay Indicated Percent: _____% Indicated Dollar Amount: \$_____

How Do You Want the Direct Deposit Made?

Identify up to four (4) bank accounts where you want your check deposited, and indicate the amount or percentage of your paycheck you want deposited in each account.

ACCOUNT INFORMATION

Account 1	Account 2
Bank Name: _____	Bank Name: _____
Bank Routing Number: _____	Bank Routing Number: _____
Bank Account Number: _____	Bank Account Number: _____
Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>
<input type="checkbox"/> Percent of Direct Deposit Amount: _____%	<input type="checkbox"/> Percent of Direct Deposit Amount: _____%
<input type="checkbox"/> Selected Dollar Amount: \$ _____	<input type="checkbox"/> Selected Dollar Amount: \$ _____
Account 3	Account 4
Bank Name: _____	Bank Name: _____
Bank Routing Number: _____	Bank Routing Number: _____
Bank Account Number: _____	Bank Account Number: _____
Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/>
<input type="checkbox"/> Percent of Direct Deposit Amount: _____%	<input type="checkbox"/> Percent of Direct Deposit Amount: _____%
<input type="checkbox"/> Selected Dollar Amount: \$ _____	<input type="checkbox"/> Selected Dollar Amount: \$ _____

Signature: _____ Date: _____

Office Use Only

Date Received: _____ Date Pre-noted: _____ Date Accepted: _____

Comments: _____
