

DIRECT DEPOSIT INFORMATION FORM

EMPLOYEE NAME: _____
(PLEASE PRINT CLEARLY)

EMPLOYEE ADDRESS: _____

BANK NAME: _____

BANK ADDRESS: _____

BANK PHONE #: _____

BANK ROUTING #: _____
(# LOCATED AT BOTTOM OF CHECK FAR LEFT)

BANK ACCOUNT #: _____
(# IN THE MIDDLE OF CHECK/DEPOSIT SLIP)

TYPE OF ACCOUNT: _____
(SAVINGS OR CHECKING)

SIGNATURE OF EMPLOYEE: _____

ATTACH A COPY OF A PERSONAL CHECK OR IF USING A SAVINGS ACCOUNT A COPY OF A DEPOSIT SLIP. PLEASE MAKE SURE THAT BOTH THE ROUTING NUMBER AND ACCOUNT NUMBER APPEAR ON THE CHECK OR DEPOSIT SLIP.

Note: If we are unable for any reason (inaccurate data – bank won't accept ACH deposits, etc.) to complete a direct deposit on your behalf – you will be notified and your checks will automatically be sent to your home during the summer or work location during the school year.