

# Request for Direct Deposit of Payroll

Employee # \_\_\_\_\_

Name: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Bank routing or transit #	Bank Account #	*Type	Percentage %	Amount

\*Account Type –   Checking = 22  
                              Savings = 32

Name of Bank: \_\_\_\_\_

Bank routing or transit #	Bank Account #	*Type	Percentage %	Amount

\*Account Type –   Checking = 22  
                              Savings = 32

Please attach a photocopy of a check or a voided check. Use bank routing number off of check rather than deposit slip. For savings accounts, call your bank and ask them the correct routing number to use for direct deposit of payroll.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**For Office use Only**

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Date Entered: \_\_\_\_\_

First Payroll Date: \_\_\_\_\_