

Request for Direct Deposit of Payroll

Employee # _____

Name: _____

Name of Bank: _____

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

***Account Type – Checking = 22
 Savings = 32**

Name of Bank: _____

Bank routing or transit #	Bank Account #	*Type	%	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

Date Entered: _____

First Payroll Date: _____