

## Direct Deposit Enrollment Form

To enroll in Direct Deposit, simply fill out this form and give it to your payroll manager. **Please attach a Voided Check for each checking account - not a deposit slip. If depositing to a savings account, a Print-Out is required from your bank with the Routing and Account Number for your account.** It isn't always the same as the number on a saving deposit slip. This will help ensure that you are paid correctly.

Below is a sample check detailing where the information necessary to complete this form can be found.

**John Smith**  
1234 Peppermint Lane  
Any Town, USA 56789

**Date:** \_\_\_\_\_

**Pay to the Order of:** \_\_\_\_\_ \$ \_\_\_\_\_

**Main Street Bank of America**

**For** \_\_\_\_\_

**Routing/Transit #** 012345678 **Account Number** 101232130 **Check #** 0101

**Important!** Please read and sign before completing and submitting.

I hereby authorize my employer (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on both sides of this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I authorize Company to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Company and Bank have received written notice from me of it's termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

➤ Employee Name: \_\_\_\_\_ ➤ Social Sec. #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

➤ Employee Signature: \_\_\_\_\_ ➤ Date: \_\_\_\_\_

➤ Check Which Apply: ☐ New Employee ☐ Additional Account ☐ Change of Account Info. ☐

You may choose up to three accounts. (Your last item must be for the remaining amount you owe.)

➤ Bank Name/City/State: \_\_\_\_\_

➤ Routing/ Transit #: \_\_\_\_\_ ➤ Account Number: \_\_\_\_\_

➤ ☐ Checking **or** ☐ Savings I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or ☐ Entire Net Amount

Bank Name/City/State: \_\_\_\_\_

Routing/ Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

☐ Checking **or** ☐ Savings I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or ☐ Entire Net Amount

Bank Name/City/State: \_\_\_\_\_

Routing/ Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

☐ Checking **or** ☐ Savings I wish to deposit: \$ \_\_\_\_\_.\_\_\_\_ or ☐ Entire Net Amount

**ATTENTION PAYROLL MANAGER:**

Employers must keep each original employee enrollment form on file as long as the employee is using FSDD, and two years afterward.