

# DIRECT DEPOSIT REQUEST FORM

I, \_\_\_\_\_, do hereby request that the following amount(s)  
(Please print your name here)  
be deposited to the following account(s) each payroll.\*

1. TYPE OF ACCOUNT: \_\_\_ CHECKING \_\_\_ SAVINGS  
NAME OF BANK: \_\_\_\_\_  
BANK ROUTING NUMBER: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
AMOUNT TO BE DEPOSITED: \_\_\_ ENTIRE NET CHECK  
\_\_\_ EXACT AMOUNT \$ \_\_\_\_\_

2. TYPE OF ACCOUNT: \_\_\_ CHECKING \_\_\_ SAVINGS  
NAME OF BANK: \_\_\_\_\_  
BANK ROUTING NUMBER: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
AMOUNT TO BE DEPOSITED: \_\_\_ ENTIRE NET CHECK  
\_\_\_ EXACT AMOUNT \$ \_\_\_\_\_

3. TYPE OF ACCOUNT: \_\_\_ CHECKING \_\_\_ SAVINGS  
NAME OF BANK: \_\_\_\_\_  
BANK ROUTING NUMBER: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
AMOUNT TO BE DEPOSITED: \_\_\_ ENTIRE NET CHECK  
\_\_\_ EXACT AMOUNT \$ \_\_\_\_\_

4. TYPE OF ACCOUNT: \_\_\_ CHECKING \_\_\_ SAVINGS  
NAME OF BANK: \_\_\_\_\_  
BANK ROUTING NUMBER: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
AMOUNT TO BE DEPOSITED: \_\_\_ ENTIRE NET CHECK  
\_\_\_ EXACT AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

I, \_\_\_\_\_, do hereby request that the following direct  
(Please print your name here)  
deposit(s) be cancelled effective \_\_\_\_\_.

(Date)

Account Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Account Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\*Please Note: It takes approximately two pay periods before the direct deposit(s) will begin.  
If you are changing a direct deposit, the next paycheck may need to be cashed.  
It is recommended that you check with your bank the day after pay day to be sure the first direct deposit goes into your account.