

PAYROLL DIRECT DEPOSIT EMPLOYEE SIGN UP SHEET

Please print all information:

Employee Name _____

Social Security Number _____

Bank Name _____

Type of Account:

Checking _____ Account Number _____

Savings _____ Account Number _____

STAPLE YOUR VOIDED CHECK HERE

I authorize _____ and the bank listed to deposit my net pay electronically to my account each payday. If funds which I am not entitled to are deposited to my account, I authorize _____ to direct the bank to return said funds. This authority will remain in effect until I have filed a new authorization.

_____ NEW

_____ CHANGE

_____ CANCEL

Employee Signature

Date