

****You must attach a copy of a voided check.**

DIRECT DEPOSIT/PAYROLL

NAME _____

DEPARTMENT _____
(Please Print)

TO: Bookkeeping

THIS IS TO REQUEST YOU TO HAVE MY PAY CHECK DEPOSITED INTO MY BANK ACCOUNT

_____ Checking account with _____ Bank.

_____ Savings account with _____ Bank.

Account # _____

THIS IS TO REQUEST YOU TO HAVE MY DIRECT DEPOSIT:

_____ Stopped

_____ Changed from _____ Bank to _____ Bank.

Type of account: _____ Savings _____ Checking

Account # _____

Signature

Date