

**\*\*\*\*\*REQUIRED\*\*\*\*\***

**DIRECT DEPOSIT ENROLLMENT FORM**

**Date filled out** \_\_\_\_\_ **Effective Date** \_\_\_\_\_

**Employee Name** \_\_\_\_\_ **Employee #** \_\_\_\_\_  
(Assigned by Personnel Office)

**Address** \_\_\_\_\_

**Home Phone #** \_\_\_\_\_

<b>Name of Financial Institution</b>	<b>ABA/Institution #</b>	<b>Account #</b>
_____	_____	_____
(Bank, Savings & Loan, etc.)	(Left bottom corner of check, 9 numbers long)	(Middle of check, no dashes)

**CHECK ONE:**  **Checking**  
 **Savings** (Indicate institution # & account # in the appropriate spaces above)

\* Note: The first payroll on direct deposit processes a pre-note to your bank, which means you will receive a check. Direct deposit will begin the following payroll for which your payroll monies will be deposited directly into your account and you will receive a pay stub listing your payroll information.

**ATTACH COPY OF CHECK BELOW:**

**\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\***

Date Pre-noted \_\_\_\_\_ Initials \_\_\_\_\_

Effective Date \_\_\_\_\_

Date Entered in Payroll System \_\_\_\_\_ Initials \_\_\_\_\_