Direct Deposit

Save time! Skip the long lines at the bank on payday, have your paycheck deposited directly into your bank account hassle-free.

If this is a new account:

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm the bank accepts direct deposits and verify the transit routing and account numbers.
3. For savings accounts, you must confirm the transit routing number with your bank.
4. Notify the bank that you are going to set up direct deposit through payroll.

Please check the appropriate box and complete:

- ☐ Canceling account (item C below) Payroll must cancel direct deposit BEFORE you cancel account.
- ☐ Direct Deposit already set up, changing dollar amount only.
- ☐ A new account (items A through E below)
- ☐ A new account to replace an existing direct deposit (items A through E below)
  Account number you are replacing (REQUIRED):_____

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A. Bank Name_____

B. Bank Transit Number:

C. Bank Account Number

D. ☐ Checking ☐ Savings

E. ☐ Full Deposit ☐ Partial Deposit (amount per pay date) $_____

Please return to the Payroll Department, with voided check for checking or a deposit slip for savings accounts.
Each new account will go through a pre-note process that will take one payroll period

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- I Authorize ADP and the bank listed above to deposit net pay or portion thereof as indicated into my account each pay date.
- If funds to which I am not entitled are deposited to my account, I authorize ADP to direct the bank to return said funds to ADP.
- I understand that the deposit may not be credited to my account until 5pm on the pay date indicated on the check voucher.

Associate's Signature_____

Associate's Name_____
Social Security Number_____
Date_____