$$ DIRECT DEPOSIT SIGN-UP FORM $$

Your Name: ____

1. **NET CHECK AMOUNT**: **$_ _,_ _ _._ _**

Indicate what portion of your net pay is to be paid BY CHECK.

- Enter all zeroes to indicate that you want **NO** balance to be paid by check.
- Enter a FIXED dollar amount to indicate that you want this flat amount to be paid to you by check.
- Enter all NINES if you wish the balance of your pay to be paid by check after electronically depositing for Bank 1 and Bank 2.

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2. **BANK 1 INFORMATION:**

- **Bank Name**: _
  (The name of the financial institution where the account exists - verify this with a call to the institution)
- **Account Number**:_ (The number of the bank account to which funds are to be electronically transferred. This is the number assigned to the account by the bank - it is recommended that you call your institution and get this exact information)
- **Account Type**: ☐ **Checking**, or ☐ **Savings** (check one - verify with your bank)
- **Bank Routing Number**: _ _ _ _ _ _ _ _ _ _ (The routing and transit code that directs the electronic payments to the financial institution to which the funds are to be transferred - ask your institution)
- **Deposit Amount:** **$_ _,_ _ _._ _**

  Indicate how much of your net pay that you want to be paid electronically into this account each payday.
  - Enter a FIXED dollar amount to indicate the flat amount to be deposited into this account.
  - Enter all NINES to indicate that the balance that has NOT been specified to be paid by CHECK will be deposited into this account.

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3. **BANK 2 INFORMATION:** (optional)

- **Bank Name**: _
- **Account Number**:_ (The number of the bank account to which funds are to be electronically transferred. This is the number assigned to the account by the bank - it is recommended that you call your institution and get this exact information)
- **Account Type**: ☐ **Checking**, or ☐ **Savings** (check one - verify with your bank)
- **Bank Routing Number**: _ _ _ _ _ _ _ _ _ _ (The routing and transit code that directs the electronic payments to the financial institution to which the funds are to be transferred - ask your institution)
- **Deposit Amount:** **$_ _,_ _ _._ _**

  Indicate how much of your net pay that you want to be paid electronically into this account each payday.
  - Enter a FIXED dollar amount to indicate the flat amount to be deposited into this account.
  - Enter all NINES to indicate that the balance is to be deposited into this account after the CHECK amount is paid and the BANK 1 deposit is made.

NOTE: Either the NET CHECK AMOUNT field or the DEPOSIT AMOUNT field for one of the Bank Accounts must show all NINES to indicate where the total (or the remainder of) net pay must go.

Employee Signature______________________________________ Date:_______________________

Return completed forms to Carol Allen in the Accounting Department.

Passed Pre-note Status:_______________________ Direct Deposits will begin:_____________________

08/27/09

Helpful Hints for Completing the Direct Deposit Sign-Up Form

- You only need to complete this form if you wish to have some or all of your Paycheck electronically deposited.

- You may choose up to two accounts to have your paycheck deposited into. We strongly recommend and request that you contact your Financial Institution to obtain the EXACT Name, Account, and Routing numbers to use on the form. Be particularly careful to get the numbers accurate and legible.

- You may elect to have some of your pay directly deposited and the balance of your pay in a Check form. At least one of the **AMOUNT** fields on the form must contain all 9's indicating how any 'leftover' balance is to be paid. For example, if you want all of your paycheck to go into BANK 1, put all zeroes in the NET CHECK AMOUNT (option #1), and enter all nines in the BANK 1 (option #2) DEPOSIT AMOUNT. Another example: if you want $50 to go to your Savings account, and the balance to go to your Checking account, enter all zeroes in the NET CHECK AMOUNT (option #1); Enter all nines in bank where you've indicated your checking account, and enter 50.00 in the bank where you've indicated your savings account. Keep in mind, if you choose to have your Cafeteria payment electronically deposited, it will go into the BANK 1 account.

- Be sure to elect whether or not you want your cafeteria payment to be electronically deposited. (Note that this will deposit into Bank 1). It is not required that you use direct deposit of your Cafeteria payment, but if you wish to have your cafeteria electronically deposited, you MUST have something deposited into BANK 1 for payroll.

- Be sure to Sign and Date your form before returning it to Carol Allen in the Accounting Department. You may wish to send the information in a sealed envelope to keep your account information confidential. Be assured that the Accounting Department will keep your request form secure and confidential.

- Once your account information has passed what is called "pre-noting" (verification of your account numbers), you will be notified when your Direct Deposits will begin. This process may take up to 2 weeks to complete. When your account information passes, the bottom of the form will be completed by the Accounting Department and a copy of your form will be sent to you as notification. If your account information fails to pass pre-noting, your form will be returned to you to obtain the correct information.