

DIRECT DEPOSIT ENROLLMENT FORM

How Direct Deposit works:

- * Enrollment form must be signed to receive direct deposit.
- * Your monthly pay will be deposited to the bank of your choice.
- * Your net check amount will be deposited in its entirety to either a checking or savings account. Amounts may NOT be split.
- * Funds will be available to you opening bank hours on the scheduled date of pay.
Paydays are the 27th of each month. In the event a payday falls on a Saturday, Sunday, or on a holiday, checks will be deposited the preceding workday.
- * Pay stubs will be mailed to your home address.
- * To make any changes to your Direct Deposit please notify payroll in writing by the 15th of the month.
- * To enroll in Direct Deposit, **attach a deposit slip** showing your bank name, address, routing number, and your account number. Please indicate checking or savings account.
- * Those currently enrolled in Direct Deposit will remain unless notified in writing.

Checking

Savings

Date _____ Signature _____