

Direct Deposit of Payroll Form

Social Security Number

Name (Please Print) (Last, First)

____ New

____ Change fixed amount only

____ Account Number Change

____ Add Account

____ Delete Account

Type of Account (circle checking or savings)	Bank Name	City & State of Bank	Bank ABA Number (1 st 9 digits at bottom of check)	Personal Bank Account Number	Fixed Amount
Fixed Amount (checking/savings)					\$
Fixed Amount (checking/savings)					\$
Fixed Amount (checking/savings)					\$
Remainder (checking/savings)					

Signature

Work Telephone #

Home Telephone #

Date

Please ensure:

- ❖ The form has been signed. Payroll cannot process Direct Deposit forms without a signature.
- ❖ A voided check, copy of a check, or deposit slip is attached.

Mail the completed form and attachments to Payroll, PEB 15A.

Notes:

- ❖ **Fixed Amount** means the amount you want to go into this account each pay period.
- ❖ **Remainder** means after the fixed amounts, the rest of your check. If you have only one account, it will be the remainder account.
- ❖ You can have up to **four** accounts, and/or **four** different banks, with one account being the remainder account.
- ❖ Because of account verification, it takes **two pay periods for a new direct deposit to be effective**. In the first pay period after the form is received by Payroll, a pre-note is required in order to verify the account number at the bank, so the employee will receive a check. If there are no errors, the next pay period will be direct deposited.

Changes to Direct Deposits:

- ❖ **Account numbers changes** will result in an employee receiving a Payroll check the next pay period to allow time for account number verification.
- ❖ If you are only submitting an **Amount change**, it will be effective in the pay period in which it is received in Payroll.