

## Employee Request for Direct Deposit of Net Pay

It is hereby requested that \_\_\_\_\_

(Employer) directly deposit the net pay of \_\_\_\_\_

(Employee), each time the employee is paid, into the employee's bank account:

Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Account Type (Checking or Savings): \_\_\_\_\_

Employee Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

The employer retains the right to terminate this service at any time and without notice. It is understood that there is at least a 16 day waiting period from the date of request until the first direct deposit can be made. The employee may terminate direct deposit upon written request.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Please Affix Voided Check Here**

A voided check belonging to the employee  
must accompany this request in order to  
initiate direct deposit