DIRECT DEPOSIT

(new enrollments or changes ONLY)

(NO NEED TO COMPLETE IF ACCOUNTS ARE TO REMAIN THE SAME)

WHY NOT CONSIDER DIRECT DEPOSIT! IT'S SIMPLE, IT'S EASY, IT'S PAINLESS!

DIRECT DEPOSIT is an easy, convenient way to have your paycheck deposited directly into either a checking or savings account. You can save yourself treasured time. Your checking/savings will be available to you on the day paychecks are distributed.

Complete and return this form to the payroll department indicating the bank routing (ABA) number and your account number (if unsure of numbers you may attach a voided check). You must indicate whether you wish to deposit your net check or a stated amount, and to which account. It is possible to split your deposit. (Ex: $200 to saving and net check to checking) Any bank and/or credit union is possible.

The first payroll, following receipt of your request, will not be direct deposit as our system requires a pre-note to determine if all numbers are in agreement. The second payroll will be direct deposit and your days of running to the bank to deposit your check are over/done/gone.

Considering this benefit?????? Call or visit Kirby Hallissey, Central Office Payroll if you have further questions or to drop off your paperwork.

YES! I would like to have my check go direct deposit.

1: BANK NAME: _____

ABA NUMBER _____ ACCOUNT NUMBER _____
(ex: 211170114)

□ CHECKING _____ □ SAVINGS _____ (be sure to indicate $ or net)

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2: BANK NAME: _____

ABA NUMBER _____ ACCOUNT NUMBER _____
(ex: 211170114)

□ CHECKING _____ □ SAVINGS _____ (be sure to indicate $ or net)

SIGNATURE: _____(printed name) _____DATE: _____
kh/dirdep