

## DIRECT DEPOSIT SET UP/CHANGE REQUEST FORM \*\*This form will only be accepted if filled out completely and signed below\*\*

Routing/ABA Number	Company Name								
EMPLOYEE Retain a copy of this form for your records. Return the original to your employer EMPLOYER: Retain a copy to your records. For in bureau processing, send a copy to your payroll specialist EMPLOYER ALL FIELDS TO SET UP/ADD/CHANGE BANK ACCOUNTS. PRINT CLEARLY IN BLACK OR BLUE INK ONLY Type of Account.   Checking   Savings   Paycard**  Routing/ABA Number   (Must be 9 digits. Will not start with *5')  Checking/Savings Account Number   (Must be 9 digits. Will not start with *5')  Checking/Savings Account   Checking   Savings   Paycard**  Routing/ABA Number   (Must be 9 digits. Will not start with *5')  Checking/Savings Account Number   (Must be 9 digits. Will not start with *5')  Checking/Savings Account Number   (Include any leading and ending zeros)  Financial Institution (Bank Name)  I wish to deposit (check one)   % of Net   Specific Dollar Amount \$ 0   Remainder of Net Pay  COMPLETE IF CHANGINGE XISTING DEPOSIT AMOUNTS PRINT CLEARLY IN BLACK OR BLUE INK ONLY  Type of Account   Checking   Savings   Paycard**  Routing/ABA Number   (Must be 9 digits. Will not start with *5')  Checking/Savings Account Number   (Include any leading and ending zeros)  Financial Institution (Bank Name)  I wish to deposit (check one)   % of Net   Specific Dollar Amount \$ 0   Remainder of Net Pay  Those if you have a paycard, set it up as a checking account. Contact the paycard issuer for the routing and account number.  Below is a sample check MICR line, detailing where to locate your routing and account number.  Below is a sample check MICR line, detailing where to locate your routing and account number.  Below is a sample check MICR line, detailing where to locate your routing and account number.  Below is a sample check MICR line, detailing where to locate your routing and account number.  Below is a sample check (the signature of your bank representative must be included)    Sank letter (the signature of your bank representative must be included)    Other Bank Documentation from from that the aforementationed employee/work	Employee/Worker	Name							
EMPLOYER: File original form for your records. For in bureau processing, send a copy to your payroll specialist  GOMPLETE ALL FILES TO SET UP/ADD/CHANGE BANK ACCOUNTS PRINT CLEARLY IN BLACK OR BLUE INK ONLY  Type of Account: Checking Savings Paycard**  Routing/ABA Number	EMPL O	/EE/MORKER		4h:- f					
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