*****You must attach a copy of a voided check.***

DIRECT DEPOSIT/PAYROLL

NAME_____

DEPARTMENT_____
(Please Print)

TO: Bookkeeping

THIS IS TO REQUEST YOU TO HAVE MY PAY CHECK DEPOSITED INTO MY BANK ACCOUNT

_____Checking account with_____Bank.

_____Savings account with_____Bank.

Account #_____

THIS IS TO REQUEST YOU TO HAVE MY DIRECT DEPOSIT:

_____Stopped

_____Changed from_____Bank to_____Bank.

Type of account: _____Savings _____Checking

Account #_____

_____
Signature

_____
Date