

DIRECT DEPOSIT/PAYROLL

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

TO: Human Resource

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

\_\_\_\_\_ Checking account with \_\_\_\_\_ (bank)

\_\_\_\_\_ Savings account with \_\_\_\_\_ (bank)

Account # \_\_\_\_\_ ABA# \_\_\_\_\_

THIS IS TO REQUEST YOU TO HAVE MY DIRECT DEPOSIT:

\_\_\_\_\_ Stopped

\_\_\_\_\_ Changed from \_\_\_\_\_ (bank) to \_\_\_\_\_ (bank)

Type of account: \_\_\_\_\_ Savings \_\_\_\_\_ Checking

Account # \_\_\_\_\_ ABA# \_\_\_\_\_

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)