



Request for Direct Deposit

USE BLACK INK ONLY

Direct Deposit Procedures

Direct Deposit is a method by which an employee's bank account is automatically credited with net pay on the day checks are issued. **Attached to this completed form must be a copy of a voided check or direct deposit authorization form from your banking institution.** Direct deposit transactions usually begin about one month after the deposit is set up. Changes to direct deposit are limited to one per year per employee. This includes cancellations, changing of accounts, and any other changes which require updates on GHRIS.

Name: _____ Employee ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Work Site: _____

Bank at which net pay should be deposited: _____

Account #1 _____ Checking _____ Savings _____

I authorize you and the Bank listed to deposit my net pay automatically to my account and to initiate, if necessary, debit entries and adjustments for any credits made in error. This authorization will remain in effect until I have cancelled it in writing.

Cynthia Campbell
Signature

3-21-2020
Date

To ensure timely and accurate adjustments, the employee should also notify Payroll whenever the following occurs:

1. The bank account which is receiving direct deposit is changed or closed.
2. The amount of money credited to account is incorrect. In this case, the employee should not withdraw money from the account credited.