

MEMORANDUM

To: All Employees

From: Mark Ellard

Subject: Direct Deposit

The Payroll Department offers Direct Deposit to all interested employees. Those wishing to implement Direct Deposit should:

1. Sign and date this form.
2. Print your name and social security number as it appears on your Social Security Card.
3. For direct deposit into a checking account, attach a **Voided Check** (deposit slips are **not acceptable**) from the bank/institution where you have an established account. **(Do not destroy numbers at the bottom of the check when voiding).**
4. For direct deposit into a savings account, attach a **Certification Document** (deposit slips are **not acceptable**) from your bank/institution that lists the appropriate routing and account numbers. (sample attached)
5. Return this form and any attachments to the Jasper Campus Business Office.

Signature (Authorization)

Date

Print or Type Name

Social Security Number

For Direct Deposit Into A Savings Account:

FINANCIAL INSTITUTION INFORMATION (to be completed by a representative of the financial institution)

Financial Institution _____

Bank Routing No. _____

Name on Account _____

Soc. Sec. No. _____

Depositor Account No. _____

Financial Institution Certification:

Name of Representative _____

Signature of Representative _____

Date _____