

# 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 Sumiton 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 \_\_\_\_\_