



Human Resources

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Employee Direct Deposit Sign Up Sheet

Please print legibly. Please feel free to use additional sheets if necessary.

Employee Name: _____ Start Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Deposit Method: Flat Amount: _____ Percentage Amount: _____

Banking Information

1. Bank Name: _____

Bank Routing Number: _____ Account Number: _____

Amount per pay period: _____ Account Type: Checking: _____ Savings: _____

2. Bank Name: _____

Bank Routing Number: _____ Account Number: _____

Amount per pay period: _____ Account Type: Checking: _____ Savings: _____

3. Bank Name: _____

Bank Routing Number: _____ Account Number: _____

Amount per pay period: _____ Account Type: Checking: _____ Savings: _____

4. Bank Name: _____

Bank Routing Number: _____ Account Number: _____

Amount per pay period: _____ Account Type: Checking: _____ Savings: _____

Employee Signature

Date