



# PAYROLL DIRECT DEPOSIT

"Please attach a voided check"

Name (please print): _____	Person # or SS#: _____
ORG ID/Department: _____	Daytime Phone #: _____

Enroll/New       Cancel       Change  \_\_\_\_\_

*Please specify requested change*

Effective Date: \_\_\_\_\_

**The following information must be filled out completely for your request to be fulfilled:**

**PRIMARY ACCOUNT** *Your entire paycheck will be deposited into this account unless additional accounts are chosen.*

Financial Institution	Checking _____	Savings _____	<b>Add</b> ___ <b>Cancel</b> ___ <b>Change</b> ___
Routing #	Account #		

**ACCOUNT #2** *(Optional)*

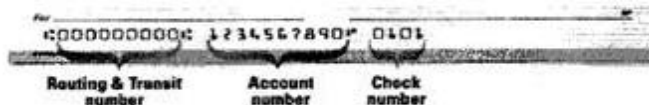
Financial Institution	Checking _____	Savings _____	<b>Add</b> ___ <b>Cancel</b> ___ <b>Change</b> ___
Routing #	Account #		\$ _____ per Pay Period or ___%

*Funds remaining after deposits are made into additional accounts will be deposited into your primary account.*

**ACCOUNT #3** *(Optional)*

Financial Institution	Checking _____	Savings _____	<b>Add</b> ___ <b>Cancel</b> ___ <b>Change</b> ___
Routing #	Account #		\$ _____ per Pay Period or ___%

*Funds remaining after deposits are made into additional accounts will be deposited into your primary account.*



**The changes indicated on this form will generally be effective the following pay period. Please verify funds have been deposited into your accounts before making withdrawals. If you have questions please contact Payroll.**

**AUTHORIZATION:** I authorize Ebenezer to initiate credit entries, and, if necessary, debit entries and adjustments to my account at the financial institutions named. This authority is to remain effective until payroll has received written documentation revoking authorization for direct deposit in such time and manner as to afford Ebenezer a reasonable opportunity to act on it, or upon termination of employment with Ebenezer. I understand direct deposit transactions will be submitted to my bank on payday and that I am responsible to verify receipt of funds.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_