



Direct Deposit Form

Company Name: _____
Employee Name: _____ Date: _____

Direct Deposit is a convenient way to have your pay directly deposited into a bank account or credit union on payday. Please complete the following information and designate where and what amount or percentage you want deposited into each account.

Checking Account:

Please attach a voided check for each checking account you want your pay deposited into.

1. Bank Routing Number: _____
Checking Account Number: _____
Amount to Deposit in this Account: _____ % or \$ _____
2. Bank Routing Number: _____
Checking Account Number: _____
Amount to Deposit in this Account: _____ % or \$ _____

Savings Account

Please attach a savings deposit ticket for each savings account you want your pay deposited into.

1. Bank Routing Number: _____
Savings Account Number: _____
Amount to Deposit in this Account: _____ % or \$ _____
2. Bank Routing Number: _____
Savings Account Number: _____
Amount to Deposit in this Account: _____ % or \$ _____

I authorize my paycheck to be direct deposited into the above selected accounts.

If a depositing error occurs, I authorize AssetHR to reverse payroll funds from my account if necessary.

Signature of Employee

Date

Signature of Payroll Personnel

Date Implemented