

# DIRECT DEPOSIT

Employee Name: \_\_\_\_\_ Property Name: \_\_\_\_\_

Your payroll checks will be directly deposited into your personal account(s). You may choose to have up to three separate deposits and on payday you will receive an advice of deposit in lieu of your check to note the transaction. Please complete the following section to designate your bank account numbers.

Deposit 1) Bank Name: \_\_\_\_\_  
Bank Transit/Routing/ABA#: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Type of Account: \_\_\_\_\_ (Checking, Savings, etc.)  
Amount: \$ \_\_\_\_\_ (If entire amount write "ALL" in the amount fields)

Deposit 2) Bank Name: \_\_\_\_\_  
Bank Transit/Routing/ABA#: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Type of Account: \_\_\_\_\_ (Checking, Savings, etc.)  
Amount: \$ \_\_\_\_\_ (If entire amount write "ALL" in the amount fields)

Deposit 3) Bank Name: \_\_\_\_\_  
Bank Transit/Routing/ABA#: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Type of Account: \_\_\_\_\_ (Checking, Savings, etc.)  
Amount: \$ \_\_\_\_\_ (If entire amount write "ALL" in the amount fields)

Please attach copy of a voided check to provide necessary information. Please do not attach a deposit slip unless it specifically indicates the Bank transit/ABA/routing number, as the numbers might be incorrect. If you are requesting direct deposit to a savings account, please ask your bank to provide you with necessary numbers.

Please fill out this form and submit to Susan Yoffe in the Payroll Department. From that point it should take approximately three weeks before direct deposit feature is implemented.

**DO NOT CLOSE ANY ACCOUNT WHERE YOU HAVE A DIRECT DEPOSIT UNTIL YOU FIRST NOTIFY SUSAN YOFFE TO STOP YOUR DIRECT DEPOSIT. THIS PROCESS TAKES APPROXIMATELY TWO WEEKS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date