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