



## DIRECT DEPOSIT ENROLLMENT/CHANGE REQUEST FORM

- To enroll in direct deposit or make changes to your current direct deposit account(s), complete the employee information and all information for each direct deposit account (up to 4 accounts).
- Upon completion of the form, turn in the form in person to Business Office along with your school ID for verification. Changes will not be made without bringing form with back up documentation and ID verification.
- For new enrollments and changes, a voided check (for checking accounts) or deposit slip for (savings accounts) must be attached to the form for verification of routing and transit numbers.

### Employee Information

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FULL NAME:

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EMPLOYEE ID:

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CAMPUS/DEPARTMENT:

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### FIRST ACCOUNT

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FINANCIAL INSTITUTION:

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TYPE OF ACCOUNT:

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ROUTING NUMBER:

---

ACCOUNT NUMBER:

---

AMOUNT PER PAYCHEK:

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### SECOND ACCOUNT

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FINANCIAL INSTITUTION:

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TYPE OF ACCOUNT:

---

ROUTING NUMBER:

---

ACCOUNT NUMBER:

---

AMOUNT PER PAYCHEK:

---

THIRD ACCOUNT

---

FINANCIAL INSTITUTION:

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TYPE OF ACCOUNT:

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ROUTING NUMBER:

---

ACCOUNT NUMBER:

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AMOUNT PER PAYCHEK:

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FOURTH ACCOUNT

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FINANCIAL INSTITUTION:

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TYPE OF ACCOUNT:

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ROUTING NUMBER:

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ACCOUNT NUMBER:

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AMOUNT PER PAYCHEK:

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Employee Signature: \_\_\_\_\_

Date \_\_\_\_\_

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ID Verified by: \_\_\_\_\_