

TO: All Staff

FROM: Business Office

SUBJECT: **DIRECT DEPOSIT**

As you know, you have a right to have your payroll checks deposited directly into a designated account. Therefore, if you are interested in direct deposit, please complete the following and return it to the Business Office.

Employee Name:

Employee Social Security Number:

Bank Name: Fidelity Bank

Bank Account Number:

Bank ABA Number:

Type of Account:

Checking Account- Attach copy of voided check **

Savings Account- Attach a copy of official document showing account number and bank ABA Number