

DIRECT DEPOSIT FORM INSTRUCTIONS

Account 1	This is for a fixed dollar amount to be deposited each pay into any bank account you choose. This option is being made available to allow employees to deposit fixed amounts each pay into savings accounts, Christmas club accounts, etc. This may be a separate account at the same bank, or may be a totally different bank than you designate for your net pay. The use of this fixed deduction is optional.
Bank Name	This is the name of the bank or other financial institution where you want your deductions/deposits sent. They must be able to accept Automated Clearing House (ACH) transactions.
Bank Address	This is the mailing address of the bank or other financial institution where you want your deductions/deposits sent.
Bank Telephone	This is the telephone number at the bank you have selected. This is needed in case we need to contact your bank to resolve any issues.
Bank Transit Number	This is the nine (9) digit routing number assigned to your bank. This is a very important piece of information and must be 100% correct. This number determines which bank will receive your deposits. This number will be printed at the bottom of your checks in the left hand corner in between two symbols similar to : For example the transit or routing number for the Green River Area Federal Credit Union would appear on your checks as :283979945 :, and the Transit number you would write on this form would be 283979945. If you are uncertain about this number, please contact your bank.
Account No.	This is your account number assigned to your account by your bank. This will also appear on the bottom of your checks immediately after the transit number described above. This number may be different lengths depending upon your bank's systems. This number cannot be longer than 15 characters. This number is also very important, since it tells the bank which account should be credited with your deposit. Again, if you are uncertain about this number, please contact your bank.
Amount To Be Deposited Each Pay	This is the fixed dollar amount you want withheld from each pay and deposited to this account. If this amount exceeds your net pay for this payroll check, the full amount of your net pay will be deposited to this account as a partial deduction. This field is not included for Account 2, because 100% of the remaining net pay will be deposited to that account.
Checking Account or Savings Account	Please mark whether this account is a Checking Account (Demand Account) or a Savings Account. This will determine what transaction code is sent to your bank with your direct deposit information. This is used internally by your bank to post the amounts to the correct account.
Account 2	This account is mandatory if you have selected to use direct deposit. This is the account that your net pay (ie your check amount) will be credited. If your net pay is less than the fixed amount you have indicated for Account 1 above, no deposit will be made to Account 2 for that payroll. All of the information requested for this Account is the same as above, except for the amount to be deposited, which by default is 100% of remaining net pay.
Attach Voided Check or Deposit Ticket	We are asking for these documents so we can see the bank transit and account numbers that are encoded on your checks and/or deposit tickets to help ensure that the proper transit and account numbers are used.
When Will It Be In Effect?	The initial start for direct deposit will be on August 10, 1999 pay. If you do not enroll in the initial signup, your direct deposit will not be effective until the second payroll after your enrollment form is received and processed. We will send the bank a pre-note on the first pay, which is a notification that on the next payroll the bank should expect to see a deposit to your account. The bank requires a ten (10) day waiting period between the receipt of a pre-note and the first live transaction to allow them time to check for potential errors.