

Instructions for Direct Deposit Authorization

If you wish to have your net pay or a set amount deposited to one account at one institution, please complete the “Primary Account” section only.

If you wish to have your pay split between two accounts or institutions, you must also complete the “Secondary Account” section. This choice would be for a set amount of money to be deducted each pay and deposited to the “Secondary Account”. If for some reason your net pay was not sufficient to cover the dollar amount selected for your “Secondary Account”, your net pay would be deposited solely to your “Primary Account”.

All you need to do is:

1. Mark the box at top of form to indicate if this is an initial enrollment, change or cancellation.
2. Print your name, financial institution’s name and location, and date. Be sure to sign the form.
3. Mark the box after type of account to indicate whether your pay will be deposited in your checking or savings account.
4. **Attach a voided check** for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number.