



This document must be filled out completely and signed by employees for the direct deposit of their paychecks. This form will be retained on file by the Service Area. Your paycheck will be wired to your financial institution no later than 12:01 am on specified payday (usually every other Thursday). It is up to your financial institution to post these funds to your account. If your funds do not post in a timely manner, you will need to contact your banking institution to resolve the issue. It is also your responsibility to **keep your bank account information correct and up to date with Human Resources.** Any changes to your account must be submitted to HR no later than the week prior to the effective payday. Please **LEGIBLY** fill out the information below and return it to Human Resources before you officially begin working shifts. The Service Area has deemed Direct Deposit MANDATORY for ALL employees. Employees will not be paid until this form is completed and turned in.

Name (as it appears on your bank account): _____

Account number: _____

Circle Account type (**choose one**): D - Checking S - Savings

Bank Routing number (**9 digit number**): _____

Email Address: _____

Signature: _____

Date: _____

You may access your pay stubs via on-line; paychecks.intuit.com, as explained on the attached instruction sheet.