

Direct Deposit Instructions

(Please print clearly)

Employee Name

Social Security Number

Name of Banking Institution

Location of Bank

Account Number

Is this a checking or a savings account?

Checking _____

Savings _____

Signature

Date

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ONE OF THE FOLLOWING MUST ACCOMPANY THIS FORM:

1. Checking Account ⇒ Your cancelled or voided check
2. Savings Account ⇒ A note from your bank confirming your account number **and** routing number

Please do not hesitate to call (502) 491-2422, x126 if you have any questions.

This information is absolutely necessary in order for you to receive your payroll deposit.