

## EMPLOYEE DIRECT DEPOSIT CHANGE FORM

### Instructions:

- (1) Employee to provide the information requested below and submit the completed form to their designated Human Resources Representative.
- (2) Human Resources Representative should seek in person confirmation (or, if not possible, confirmation via video audio conference), and note accordingly.
- (3) Payroll Administrator should verbally notify (by calling the phone number on record) employee of change to banking information, confirming the effective date.

The above redundancies are in place to prevent another party from fraudulently changing payroll to an unauthorized account.

Company Name: \_\_\_\_\_

Employee First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

### Banking Information

Bank Name 1: \_\_\_\_\_

Routing #: \_\_\_\_\_ Acct #: \_\_\_\_\_

Acct. Type: Checking Savings Percentage: \_\_\_\_\_

Bank Name 2: \_\_\_\_\_

Routing #: \_\_\_\_\_ Acct #: \_\_\_\_\_

Acct. Type: Checking Savings Percentage: \_\_\_\_\_

This authorization, intended to be effective as of the next paydate, \_\_\_\_\_, is to remain in full force and effect until Company and Bank have received written notice from me of its termination, in such time and in such manner as to afford Company and Bank a reasonable opportunity to act on it.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Human Resources Representative Confirmation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials

Payroll Administrator Confirmation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials