

EMPLOYCO

**DIRECT DEPOSIT FORM**

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Client Company: \_\_\_\_\_

I hereby authorize Employco Group, hereafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated below, hereafter called DEPOSITORY, to credit and debit the same entries to such account.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(for Joint Accounts)

**Banking Information**

Bank Name: \_\_\_\_\_ Bank Phone # : ( ) - \_\_\_\_\_

Bank Address: \_\_\_\_\_  
\_\_\_\_\_

Bank Transit (ABA Routing Number) : \_\_\_\_\_

Checking Account # : \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

Savings Account # : \_\_\_\_\_ Deposit Amount: \_\_\_\_\_

*Where to find your  
ABA and Account  
Numbers*

Personal info.	Date: _____
Pay to order of _____	\$ _____
Amount _____	
Memo _____	_____
012000012 *** 1234561231234" 0001	
(aba routing #) (account number)	

**Please attach:**

1. Voided check or copy of a voided check for any/all checking accounts listed above. Please do not attach deposit slips, the account numbers do not always match the numbers listed on the check.
2. Please attach a savings account deposit slip for any savings account or bank letter with the necessary information to deposit the money into your appropriate account.

**Please Note:**

It is the employee's responsibility to notify COMPANY whenever there is any change in the account information, including any change in the bank routing number, account number, etc. Any change (other than amount) in account information will cause a pre-notification (verification) of account information producing a negotiable check for a two week period.