



## **DIRECT DEPOSIT/PAYROLL FORM**

***\*\*A VOIDED CHECK OR DIRECT DEPOSIT FORM FROM  
YOUR BANKING INSTITUTION MUST BE ATTACHED TO  
THIS FORM\*\****

Please Print Clearly

NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SCHOOL \_\_\_\_\_

**THIS IS TO REQUEST MY PAYCHECK BE DEPOSITED INTO THE  
FOLLOWING BANK ACCOUNT(S):**

\_\_\_\_\_ Checking account with \_\_\_\_\_ Bank

\_\_\_\_\_ Savings account with \_\_\_\_\_ Bank

Account # \_\_\_\_\_

Routing # \_\_\_\_\_

**THIS IS TO REQUEST A CHANGE TO MY DIRECT DEPOSIT:**

\_\_\_\_\_ Changed from \_\_\_\_\_ Bank to \_\_\_\_\_ Bank

Type of account: \_\_\_\_\_ Savings \_\_\_\_\_ Checking

Account # \_\_\_\_\_

Routing # \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date