

# Employee Direct Deposit Enrollment Form

## Payroll Manager

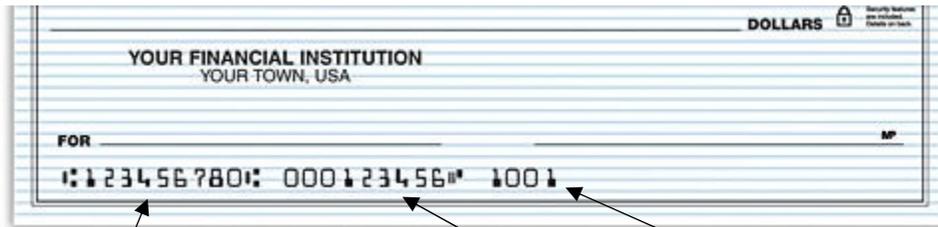
Please complete this section and send a copy to B&Co for enrollment. (Please Print)

Employer Name: \_\_\_\_\_

Payroll Manager Name \_\_\_\_\_ Payroll Manager Signature \_\_\_\_\_

## Employee Instructions

To enroll in Direct Deposit, simply fill out this form and give to your payroll manager. Attach a voided check for each checking account (NOT A DEPOSIT SLIP). If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It is not always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.



Routing Transit #

(A 9-digit number always between these two marks)

Checking  
Acct #

Check #  
(not used for DD)

## IMPORTANT. Please read and sign before completing and submitting.

I hereby authorize B&Co to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further I authorize Bank to accept and to credit any credit entries indicated by B&Co to my account. In the event that B&Co deposits funds erroneously into my account, I authorize B&Co to debit my account for an amount not to exceed the original amount of the erroneous credit.

These authorization is to remain in full force and effect until B&Co and Bank have received written notice from me of its termination in such time and in such manner as to afford B&Co and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ SSN #: \_\_\_\_\_ Date of birth: \_\_\_\_\_

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

## Account Information

If depositing to two accounts, the first account must have a specific dollar amount indicated. The second account will then be for the remaining amount owed to you.

Bank Name/City/State: \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings

I wish to deposit \$\_\_\_\_\_ to this account.

Bank Name/City/State: \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings

*If two accounts are indicated, the remaining amount will go into this account.*