

DIRECT DEPOSIT FORM

Employee name _____

Employee number _____

Please note: If you are depositing your entire paycheck into one account it will be deposited into the Primary Account listed below.

If you elect to divide your paycheck among different accounts: You may choose to deposit percentages of your paycheck.

Each new account requires verification (voided check, official form from bank) for processing. Deposit slips are not acceptable. If you are only updating the deposit percentage to existing accounts, verification is not required.

Please have my paycheck automatically deposited into the following account(s):

Primary Account

The net amount of your check will be deposited into this account unless you choose to distribute funds into additional accounts listed below.

New employee _____ Current employee-Is this a change to your current direct deposit: Y ☐ N ☐

Bank Name: _____

Account # _____ Bank's Routing Number: _____

☐ Checking (attach voided check)

☐ Savings (attach account verification)

Additional Account

New employee _____ Current employee-Is this a change to your current direct deposit: Y ☐ N ☐

Percentage of paycheck: _____% Bank Name: _____

Account # _____ Bank's Routing Number: _____

☐ Checking (attach voided check)

☐ Savings (attach account verification)

Additional Account

New employee _____ Current employee-Is this a change to your current direct deposit: Y ☐ N ☐

Percentage of paycheck: _____% Bank Name: _____

Account # _____ Bank's Routing Number: _____

☐ Checking (attach voided check)

☐ Savings (attach account verification)

If you have additional accounts (six maximum) please completely fill out an additional form for all changes.

By completing this form, I authorize Mid-Hudson Valley Staffco, LLC and my bank(s) to automatically deposit my paycheck into the account(s) listed above. This includes my authorization to correct entries made in error. This authorization will remain in effect until I give written notice to cancel it.

Employee signature _____

Date _____