

Tri-County ARC

Employee Direct Deposit Enrollment Form

To enroll in Full Service Direct Deposit, simply fill out this form and return it to the payroll office. 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 isn't always the same as the number on a savings deposit slip). This will help ensure that you are paid correctly.

The 9-digit routing/transit number is located at the bottom left had side. The account number is usually in the lower center of the check.

Employee Name: _____ Employee I.D. # _____

Employee Signature: _____ Date: _____

Account Information:

The last item must be for the remaining amount owed to you.

Make sure to indicate what kind of account, along with the amount to be deposited, if less than your total net paycheck.

Bank Name: _____

Routing Transit #: _____ Account #: _____

Checking ___ Savings ___ Other ___ I wish to deposit: \$ _____ or Entire Net Amount _____

Bank Name: _____

Routing Transit #: _____ Account #: _____

Checking ___ Savings ___ Other ___ I wish to deposit: \$ _____ or Entire Net Amount _____

Bank Name: _____

Routing Transit #: _____ Account #: _____

Checking ___ Savings ___ Other ___ I wish to deposit: \$ _____ or Entire Net Amount _____