



## New Employee Payroll Form

Date: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Marital Status: \_\_\_\_\_

Home Telephone \_\_\_\_-\_\_\_\_-\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Direct Deposit:            Y \_\_\_\_\_ N \_\_\_\_\_    (YOU ARE ALLOWED A TOTAL OF ACCTS)

\*All new accounts **and changes** to your direct deposit will require **Pre-note processing**. The Pre-note processing time takes at least two (2) pay cycles. This means that if you cancel or change an active direct deposit, you will receive a "live" payroll check and the pre-note process begins again.

### Primary Account Information (**ATTACH VOID CHECK**)

If Yes:            Bank Name \_\_\_\_\_    \_\_\_ Checking \_\_\_ Saving  
                      Bank Account Number \_\_\_\_\_  
                      Bank Routing Number \_\_\_\_\_

Secondary Account Information:    Amount = \$ \_\_\_\_\_  
  Bank Name \_\_\_\_\_    \_\_\_ Checking \_\_\_ Saving  
  Bank Account Number \_\_\_\_\_  
  Bank Routing Number \_\_\_\_\_

Third Account Information:    Amount = \$ \_\_\_\_\_  
  Bank Name \_\_\_\_\_    \_\_\_ Checking \_\_\_ Saving  
  Bank Account Number \_\_\_\_\_  
  Bank Routing Number \_\_\_\_\_

Please attach a voided check with this form for checking accounts. Deposit slips are **NOT** accepted for savings accounts. Submit a "Direct Deposit" form completed and signed by your financial institution.