

DIRECT DEPOSIT

From: Payroll Department

You have the option of having your check deposited directly into your bank/credit union, etc.

If you have your check sent directly to your bank/credit union, each payday you will receive an Advice of Deposit, very similar to a check stub, stating gross pay, all deductions, net deposit and all year to date information.

In order to implement our system, the payroll department must have the following information. It has to be very accurate or the result will be a delay in getting your money.

We need:

- The name of the bank or credit union (Must be a member if WACHA-Wisconsin Automated Clearing House Association)
- The routing number of the bank or credit union
- Your individual account number
- Is it a checking or savings account

To get the routing number and your account number we ask that you call the financial institution you are having your check sent to. Talk to the people involved with direct deposit. They will tell you the exact way they wish to have your account number listed, as well as the routing number.

It will save a lot of time and expense if you do this. A deposit that is rejected takes about ten days to replace.

If you have any questions, please call our office 967-1411.

DIRECT DEPOSIT REQUEST

Employee Name _____ Social Security# _____

Name of Financial Institution _____

Bank Routing Number _____ Checking _____

Account Number _____ Savings _____

Please attach a copy of your deposit slip or a voided check.