



Employee Information for Direct Deposit

Please print legibly.

Fax to: (785) 537-5117

Employee Name: _____ Social Security Number: _____ - _____ - _____
First MI Last

What Portion of Net Pay Would You Like Deposited?

*You may have all or part of your paycheck deposited directly to your bank account(s).
 Select one of the following options to indicate the portion of your total paycheck you want deposited.*

- 100% of Net Pay Indicated Percent _____% Indicated Dollar Amount \$ _____

How Do You Want the Direct Deposit Made?

Please identify up to four bank accounts where you want your check deposited, and indicate the amount or percentage of your paycheck you want deposited in each account. You must enter information in the "Account for the Balance of the Direct Deposit Amount" section.

*** Attach a cancelled check for each account ***

Account for the Balance of the Direct Deposit Amount	Account for Percent or Selected Amount Deposit
Bank Name: _____ Bank Routing Number: _____ Bank Account Number: _____ Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/> <input type="checkbox"/> The remainder of the check will be automatically deposited in this account	Bank Name: _____ Bank Routing Number: _____ Bank Account Number: _____ Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/> Indicate Deposit Amount for this Account: (select one) <input type="checkbox"/> Percent of Direct Deposit Amount _____% <input type="checkbox"/> Selected Dollar Amount \$ _____
Account for Percent or Selected Amount Deposit	Account for Percent or Selected Amount Deposit
Bank Name: _____ Bank Routing Number: _____ Bank Account Number: _____ Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/> Indicate Deposit Amount for this Account: (select one) <input type="checkbox"/> Percent of Direct Deposit Amount _____% <input type="checkbox"/> Selected Dollar Amount \$ _____	Bank Name: _____ Bank Routing Number: _____ Bank Account Number: _____ Type of Account: Checking <input type="checkbox"/> Savings <input type="checkbox"/> Indicate Deposit Amount for this Account: (select one) <input type="checkbox"/> Percent of Direct Deposit Amount _____% <input type="checkbox"/> Selected Dollar Amount \$ _____

Signature: _____ Date: _____

<p>For Office Use Only</p> <p>Date Received: _____ Date Pre-noted _____ Date Accepted: _____</p> <p>Comments: _____</p> <p>_____</p>
