

INSTRUCTIONS

- 1 - You may have up to 5 direct deposits to either checking or savings accounts.
- 2 - For a checking account, please attach a voided blank check.
- 3 - For a savings account, you must contact your bank for the transit number and account # format.
- 4 - All information must be completed - an incomplete form cannot be processed and will be returned.
- 5 - Allow two full pay periods prior to the first automatic deposit and any changes or deletions.