Episcopal Diocese of CA Direct Deposit Enrollment Form

The benefits of direct deposit

1. There are no checks to be lost or stolen.
2. Payments reach your account the day the check is issued -- even if you are out of town, sick or unable to get to your financial institution.
3. Many banks offer free or lower-cost checking for customers with direct deposit because it saves them the cost of processing paper checks.
4. Direct deposit can help you avoid bouncing checks because the deposit is direct and on time.
5. It can save you trips to the bank and help you avoid long lines at tellers or ATMs.

EMPLOYEE: _____
print name signature

EMPLOYER Name, City: _____

I wish to… □ set up or □ cancel direct deposit

for… □ CHECKING or □ SAVINGS (provide routing & account #s below)

deposit amt.. □ 100% Net Pay or □ $_____(specify exact $ amt. of deposit)

For Checking Account Direct Deposit
ATTACH A BLANK VOIDED CHECK HERE
DO NOT USE DEPOSIT SLIP

For Savings Account Direct Deposit
contact your bank for routing & account numbers to be listed below
DO NOT USE DEPOSIT SLIP

It takes <u>at least</u> one payroll processing before the new account is set up or the change is processed. You will receive live checks until the new direct deposit is active.

Routing # ___ ___ ___ ___ ___ ___ ____ ___ ___

Account # ___ ___ ___ ___ ___ ___ ____ ___ ___ ___ ___ ___ ___ ___ ___

return completed form to payroll office by fax: 415-673-4863