

Direct Deposit

We offer direct deposit as an alternative to printed payroll checks. With direct deposit, your net pay is deposited into an account designated by you. You are still provided with a pay stub for your records.

There are advantages to this system for both you and the agency.

The agency saves the cost of a physical check, an envelope and postage in some cases. There is also personnel cost savings in the time duplicated to print the checks and to reconcile the bank account.

The advantages to the employee start with the avoidance of a special trip to the bank. Receipt of the pay may also be more timely since it will become available at the bank on payday, regardless of whether the employee is on vacation, off ill, at work, etc. The employee may even direct pay into more than one account. For example, an employee may elect to have \$50.00 of each pay deposited into a savings account while the remainder is deposited into a checking account.

We encourage you to avail yourself of direct deposit.

All that is required is the bank information to establish the deposit. Most people accomplish this by providing me with a cancelled check or check copy. You may also complete the following information making sure the information is accurate.

Employee Name: _____

Primary Deposit Account

Bank Routing Nmbr (9 digit ABA nmbr): _____

Bank Account Number: _____

Account Type: Checking Savings

Secondary Deposit Account

Bank Routing Nmbr (9 digit ABA nmbr): _____

Bank Account Number: _____

Deposit Amount: \$_____

Account Type: Checking Savings