



Electronic Funds Transfer Form

(Instructions on reverse)

To Payroll: This is your authority to electronically credit or adjust my payroll earnings, until further notice

Employee #: _____

Date: _____

<p>1st Bank Name: _____ _____ Address: _____ _____ Routing #: _____ Account #: _____</p> <p>*Check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><i>*Note: You must attach a voided check or other confirmation from your bank.</i></p> </div> <p>Amount (Indicate amount, % or "net") _____ Priority Level: _____</p>	<p>2nd Bank Name: _____ _____ Address: _____ _____ Routing #: _____ Account #: _____</p> <p>*Check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><i>*Note: You must attach a voided check or other confirmation from your bank.</i></p> </div> <p>Amount (Indicate amount, % or "net") _____ Priority Level: _____</p>	<p>3rd Bank Name: _____ _____ Address: _____ _____ Routing #: _____ Account #: _____</p> <p>*Check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><i>*Note: You must attach a voided check or other confirmation from your bank.</i></p> </div> <p>Amount (Indicate amount, % or "net") _____ Priority Level: _____</p>	<p>4th Bank Name: _____ _____ Address: _____ _____ Routing #: _____ Account #: _____</p> <p>*Check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><i>*Note: You must attach a voided check or other confirmation from your bank.</i></p> </div> <p>Amount (Indicate amount, % or "net") _____ Priority Level: _____</p>
<p>FOR PAYROLL USE ONLY</p> <p>Deposit Number (CDH #) _____</p>	<p>FOR PAYROLL USE ONLY</p> <p>Deposit Number (CDH #) _____</p>	<p>FOR PAYROLL USE ONLY</p> <p>Deposit Number (CDH #) _____</p>	<p>FOR PAYROLL USE ONLY</p> <p>Deposit Number (CDH #) _____</p>

Please check one:

I will retrieve my check stub via Employee online

Please send my check stub to MS # _____

Name: (Print) _____

Signature: _____

Instruction and Information

1. **Display:** bank name, address, routing number and account number
 - a. Routing number = first nine numbers in the lower left corner of check
 - b. Account number = numbers following routing number - NOTE: last three or four numbers indicate check number - **not to be included**
2. **Check (✓)** if account is checking or savings (*Note: You **must** attach a voided check or other confirmation from your bank*)
3. **Priority level:** Determines bank you desire deposit distributed first, second, etc. Indicate 1 for highest priority, 2 for next highest, etc. Priority level used when normal hours not paid. NET account should have lowest priority, allowing other deposits first. **MUST** indicate a NET account.
4. **Amount:** Display bi-weekly dollar amount or % to be deposited in each account. Account with NET deposit, indicate "NET."