

Employee Payroll Check Routing Form

Where would you like your direct deposit receipt sent? Please check only ONE:

Main (Administrative) Office _____

RC CLC _____

West Wing (DD) Office _____

Mail Home _____

Emailed _____ print email address here: _____

BHSSC Direct Deposit Enrollment Section

A Deposit Slip will not be sufficient documentation for direct deposit

Direct Deposit Account #1

Dollar (\$) Amount _____ (or specify ALL)

Bank Name _____

Check one: Checking _____ Savings _____

Direct Deposit Account #2 (Optional)

Dollar (\$) Amount _____ (or specify REST)

Bank Name _____

Check one: Checking _____ Savings _____

Direct Deposit Account #3 (Optional)

Dollar (\$) Amount _____ (or specify REST)

Bank Name _____

Check one: Checking _____ Savings _____

A void check must be stapled for each account. If the account is a savings account, please have a bank employee print an authorization from the bank with your name, account number and routing number and the bank employee's signature verifying your account.

Changes to your direct deposit may take at up to 3 weeks to process

This authorization will remain in effect until BHSSC has received an **original** updated Enrollment Form. It is important you do not close your account until payroll has sufficient time to change your direct deposit information. If you close your account(s) and do not notify the payroll department, it may cause your check to be delayed for up to 2 weeks.

Final Paychecks are mailed certified mail, they are NOT direct deposited.
If you choose to have your check mailed home, you may be responsible for stop payment fees if your check is lost in the mail. **BHSSC strongly encourages employees to use direct deposit**

Printed Name

Signature

Date