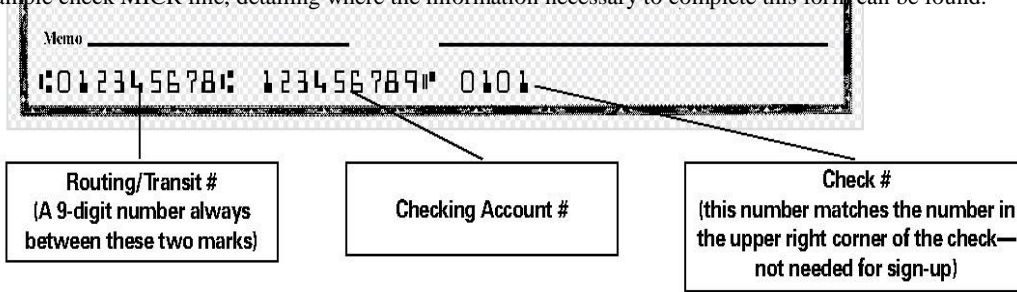


# ADP Employee Direct Deposit Enrollment Form

To enroll in Full Service Direct Deposit, simply fill out this form and give it to your payroll manager. Attach a voided check for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



**Important! Please read and sign before completing and submitting.**

I hereby authorize my employer (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my accounts. Unless prohibited by applicable law, in the event that Employer deposits funds erroneously into my account, I authorize Employer, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**Account Information**

**Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck. The last amount must be for the remaining amount.**

1. Bank Name/City/State: \_\_\_\_\_  
 Routing/Transit Number: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Checking      Savings                      Entire Net Amount; OR      Designated Amount \$ \_\_\_\_\_
  
2. Bank Name/City/State: \_\_\_\_\_  
 Routing/Transit Number: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Checking      Savings                      Entire Net Amount; OR      Designated Amount \$ \_\_\_\_\_
  
3. Bank Name/City/State: \_\_\_\_\_  
 Routing/Transit Number: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 Checking      Savings                      Entire Net Amount; OR      Designated Amount \$ \_\_\_\_\_