



DIRECT DEPOSIT BANK CHANGE FORM

(Revised 10/28/15)

INSTRUCTIONS:

1. Attach a voided check for new account.
2. Print all information as neatly and legibly as possible.
3. Proof employee ID number for accuracy.

(Please Print)

FULL NAME: _____

EMPLOYEE ID # 97200 _____
(last four digits)

NAME OF DEPOSITORY BANK: _____

ADDRESS OF DEPOSITORY BANK: _____

(Check One)

CHECKING _____

SAVINGS _____

ATTACH VOIDED CHECK HERE

NAME OF PREVIOUS BANK: _____

ACCOUNT # OF PREVIOUS BANK: _____

SIGNATURE: _____

DATE: _____

Your money will be in your bank account the morning of the actual pay date.