

Employee Direct Deposit Enrollment Form

To enroll in Full Service Direct Deposit, simply fill out this form and give 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.

The diagram shows a sample MICR line from a check: **1: 0123456781: 123456789" 0101**. Arrows point from specific parts of this line to three boxes below:

- Routing/Transit #**
(A 9-digit number always between these two marks)
- Checking Account #**
- Check #**
(this number matches the number in the upper right corner of the check - not needed for sign-up)

IMPORTANT! Please read and sign before completing and submitting.

I hereby authorize Topeka METRO to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by METRO to my account. In the even that METRO deposits funds erroneously into my account, I authorize METRO 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 Topeka METRO and Bank have received written notice from me of its termination in such time and in such manner as to afford METRO and Bank reasonable opportunity to act on it.

Employee Name: _____ Social Security #: _____ - _____ - _____

Employee Signature: _____ Date: _____

Account Information

The last item must be for the remaining amount owed to you. To distribute to more accounts, please complete another form.

Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

1. Bank Name/City/State: _____
Routing Transit #: _____ Account Number: _____
☐ Checking ☐ Savings ☐ Other I wish to deposit: \$ _____ or _____ % or ☐ Entire Net Amount
2. Bank Name/City/State: _____
Routing Transit #: _____ Account Number: _____
☐ Checking ☐ Savings ☐ Other I wish to deposit: \$ _____ or _____ % or ☐ Entire Net Amount
3. Bank Name/City/State: _____
Routing Transit #: _____ Account Number: _____
☐ Checking ☐ Savings ☐ Other I wish to deposit: \$ _____ or _____ % or ☐ Entire Net Amount

ATTENTION PAYROLL MANAGER:

Employers must keep each original employee enrollment form on file as long as the employee is using Full Service Direct Deposit, and for two years thereafter.