

# Grace Schools Direct Deposit

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Name: \_\_\_\_\_ ID#: \_\_\_\_\_

**Please check one:**     New                       Change

**INSTRUCTIONS**

1. Complete the relevant spaces below.
2. Grace College uses J1 Web for payroll. Due to the pre-note process, your first pay may be in the form of a paper check and mailed to the address that is on file.

**1. Full Direct Deposit:** Total net wages will go into one account. Check one of the boxes below:

- Student Account (if depositing into Student Account only, you do not need to fill in any additional information)
- Checking Account (**attach voided check or letter from your bank verifying your account information**)
- Savings Account (**attach a letter from your bank verifying your account information**)

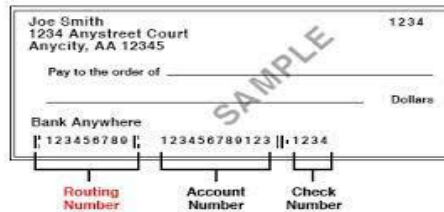
\*All reimbursements and credits off account will go to primary bank account.

**Bank Routing/ABA Number:** (Check one of the following)

*Helpful Tip: The nine-digit routing/ABA # is in the lower left-hand corner of your check.*

- First Source Bank, Routing (ABA) #071212128
- Key Bank (Indiana), Routing (ABA) #041001039
- Lake City Bank (LCB), Routing (ABA) #074903719
- Northwest Bank, Routing (ABA) #273970682
- Teacher's Credit Union (TCU), Routing (ABA) #271291826
- Other Bank Name: \_\_\_\_\_ **Routing/ABA #:** \_\_\_\_\_

**Primary Bank Account #:** \_\_\_\_\_ (This is not a debit card number.)



Payroll Only:

**2. Multiple Deposit:** Designate a flat dollar amount to be deposited into more than one account.

**Account #1:**  Checking       Savings       Student Account  
 Account # \_\_\_\_\_ Routing # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Account #2:**  Checking       Savings       Student Account  
 Account # \_\_\_\_\_ Routing # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Account #3:**  Checking       Savings       Student Account  
 Account # \_\_\_\_\_ Routing # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**I authorize Grace Schools to deposit my payroll earnings as designated above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_