

## Payroll Direct Deposit Form

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

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

**Please check one:** ☐ New ☐ Change ☐ Cancel

### **INSTRUCTIONS**

1. **Attach a voided check to the back of this form.**
2. Complete the relevant spaces below.
3. Grace college uses Jenzabar EXi for payroll. Due to their 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:

☐ Checking Account (HR Code 22) **OR** ☐ Savings Account (HR Code 32)

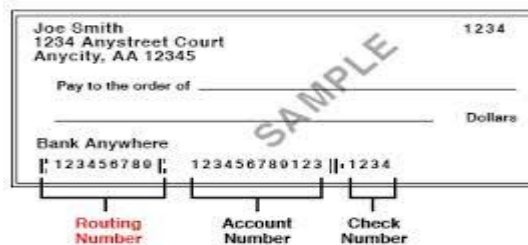
**Bank Routing/ABA Number:** (Check one of the following)

**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) #071200538
- ☐ Lake City Bank (LCB), Routing (ABA) #074903719
- ☐ Mutual Bank, Routing (ABA) #274970681
- ☐ Teacher's Credit Union (TCU), Routing (ABA) #271291826
- ☐ Other Bank: \_\_\_\_\_

**Routing/ABA #: \_\_\_\_\_**

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



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

**Account #1:** ☐ Checking **OR** ☐ Savings

Account # \_\_\_\_\_ Routing # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Account #2:** ☐ Checking **OR** ☐ Savings

Account # \_\_\_\_\_ Routing # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Account #3:** ☐ Checking **OR** ☐ Savings

Account # \_\_\_\_\_ Routing # \_\_\_\_\_ Amount \$ \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

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