

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:

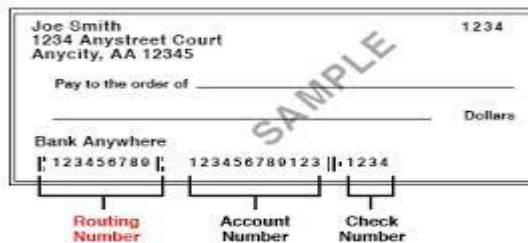
Checking Account (HR Code 22) **OR** Savings Account (HR Code 32)

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:** ____/____/____