

Direct Deposit Form



Date: ____/____/____

Employee Name: _____ ID#: _____

Please check one: New Account Change of Existing Account

Instructions/Additional Information:

1. Please complete the fields below with your banking information. To set up one direct deposit account, please complete section 1 only. To set up multiple accounts, please complete section 2 only.
2. Grace College uses J1 Web for payroll services. To log hours, check pay stubs, request leave, etc. please visit the website here.
3. Due to the prenote process, your first pay may be in the form of a paper check and mailed to the address on file.

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

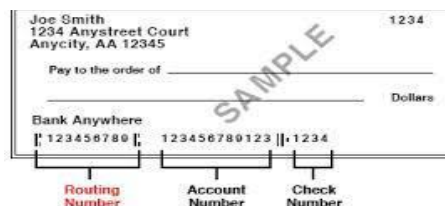
- ☐ Student Account (if depositing into Student Account only, you do not need to fill in any additional information)
- ☐ Checking Account (attach a voided check or other form of account verification from your bank.)
- ☐ Savings Account (attach a voided check or other form of account verification from your bank.)

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 #: _____ (not a debit card number.)



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:** ____/____/____