Employee Direct Deposit Enrollment Form

To enroll in Direct Deposit, simply fill out this form and return it with your hire package. 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.

Important! Please read and sign before completing and submitting.
I hereby authorize TPP either directly to deposit any amounts owed me, 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 TPP, either directly or through its payroll service provider, to my account. In the event that TPP deposits funds erroneously into my account, I authorize TPP, either directly or through its payroll service provider, 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 TPP and Bank have received written notice from me of its termination in such time and in such manner as to afford TPP 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 ☐Entire Net Amount

2. Bank Name/City/State:

Routing/Transit #: _____   Account Number: _____

☐Checking ☐ Savings ☐ Other: _____

I wish to deposit: $ _____ or ☐Entire Net Amount

Payroll Mgr. Name: _____   Date: _____

Payroll Mgr. Signature: _____