

# Employee/Retiree Direct Deposit Request Form

Please complete the following:

## Step 1

\_\_\_\_\_  
Last Name, First Name, Middle Initial

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

## Step 2

If you want your entire check electronically deposited into only 1 checking account, please attach a voided check to this form and go to Step 4.

## Step 3

If you have more than one account where you would like your check electronically deposited, please complete the appropriate shaded boxes.

**Please attach a Voided Check or document from the financial institution with the routing number and account number for each account. No Deposit Slips.**

Account # : \_\_\_\_\_

Financial

Institution : \_\_\_\_\_

City/State : \_\_\_\_\_

\_\_\_\_\_  
Checking or

\_\_\_\_\_  
Savings

Enter fixed dollar  
amount or percent of  
total deposit

Account # : \_\_\_\_\_

Financial

Institution : \_\_\_\_\_

City/State : \_\_\_\_\_

\_\_\_\_\_  
Checking or

\_\_\_\_\_  
Savings

Enter fixed dollar  
amount or percent of  
total deposit

Account # : \_\_\_\_\_

Financial

Institution : \_\_\_\_\_

City/State : \_\_\_\_\_

\_\_\_\_\_  
Checking or

\_\_\_\_\_  
Savings

Enter fixed dollar  
amount or percent of  
total deposit

Account # : \_\_\_\_\_

Financial

Institution : \_\_\_\_\_

City/State : \_\_\_\_\_

\_\_\_\_\_  
Checking or

\_\_\_\_\_  
Savings

Enter fixed dollar  
amount or percent of  
total deposit

Please sign and date in front of City of Columbia representative.

## Step 4

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**If you have any questions, please contact the Payroll Office at ext. 7320 or 7335.**

## For Office Use Only:

I have confirmed the employee's identification

\_\_\_\_\_  
Initials and Printed Name

\_\_\_\_\_  
Date