

Instructions for completing the Direct Deposit Authorization Agreement

1. Fill in the employee name and social security number or employee identification number. If the account is joint, do not include name(s) of others on the account.
2. Fill in the payroll location number and payroll location name. If you do not know your payroll location number, you can get it from the person who completes the payroll at your location, or from a prior check stub.
3. Complete the financial institution name and telephone number and check the type of account (checking or savings) where your funds are being deposited.
4. Fill in the Bank Transit/ABA Routing Number and Account Number.
*******IMPORTANT – PROOF OF ACCOUNT REQUIRED*******
 - CHECKING ACCOUNT – a preprinted voided check or bank document with your name, routing number, and account number must be attached.
 - SAVINGS ACCOUNT – a preprinted bank document with your name, routing number, and account number must be attached.
 - ON-LINE CARD ACCOUNT (GREEN DOT, META BANK, ETC) – a printed document from the Financial Institution that includes your name, routing number, and account number must be attached to this form.
5. Employee must sign and date the Direct Deposit Authorization Agreement.
6. If you are changing information from a previous form, the new agreement form must be completed in its entirety. All current deposit information will be cancelled upon the final approval and the effective date on the new agreement form.
7. Completed original direct deposit form and bank document should be sent directly to the Payroll Department to ensure timely processing of your request.
8. If you have any questions regarding the completion of this form, please contact the Payroll Department at 485-3248.

Check Sample

JOHN DOE 1234 DERBY ROAD LOUISVILLE, KY 40000	<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div> _____ 20 _____ \$ _____ Dollars
Pay to the Order of _____	
American Bank	
Memo _____	

↑
Bank Transit/ABA
Number

↑
Account
Number

↑
Check Serial
Number