

Employee Direct Deposit Form

Payroll Manager – Complete this section and enter data into your CPS payroll system for each employee enrollment. Employers must keep each original employee enrollment form on file as long as the employee is using direct deposit, and for two years thereafter.

Company Code: _____ Company Name: _____ Employee ID: _____

Payroll Mgr. Name: _____ Payroll Mgr. Signature: _____

To enroll in direct deposit, complete this form and give it to your payroll manager. Attach a voided check for each checking account – not a deposit slip. If depositing into a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same number on a savings deposit slip. This will ensure that you are paid correctly.

Important! Please read and sign before completing and submitting.

I hereby authorize CPS to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter called "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by CPS to my account. In the event that CPS deposits funds erroneously into my account, I authorize CPS 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 CPS and Bank have received written notice from me of its termination in such time and in such manner as to afford CPS and Bank reasonable opportunity to act on it.

Employee Name: _____

Employee Signature: _____ Date: _____

Account Information

Make sure to indicate what kind of account, along with the amount to be deposited, if less than your total net pay. The last item must be for the remaining amount owed to you.

1. Bank Account #1:

Routing/Transit No.: _____ Account No.: _____
() Checking () Savings I wish to deposit: \$ _____ or () Entire net amount

2. Bank Account #2:

Routing/Transit No.: _____ Account No.: _____
() Checking () Savings I wish to deposit: \$ _____ or () Entire net amount

3. Bank Account #3:

Routing/Transit No.: _____ Account No.: _____
() Checking () Savings I wish to deposit: \$ _____ or () Entire net amount