

Direct Deposit Enrollment Form

JM Smith Corporation

1. Direct deposit enrollment is required for all JM Smith employees.
2. A separate form is required for EACH account set up or removal
3. Please print clearly.
4. A voided check stub, deposit slip, or other documentation form from your financial institution is REQUIRED for adding an account. Attach to this form. Direct deposit changes for adding an account WILL NOT be accepted without an official document form from your bank that includes the bank name, account number and routing number.

EMPLOYEE INFORMATION:

Employee Name	
Employee Social Security #	

TYPE OF DEPOSIT: *(check one)* ___ Payroll ___ Expenses ___ Dividends ___ All

BANK ACCOUNT INFORMATION:

Complete the following to ADD an account or CHANGE a current account:

Bank Name	
Account Number	
Routing Number	
Account Type (Checking, etc.)	
Amount to Deposit	

Complete the following to REMOVE an account:

Bank Name to REMOVE	
Account Number to REMOVE	
Routing Number to REMOVE	
Account Type (Checking, etc.)	

AUTHORIZATION NOTICE – READ AND SIGN BELOW: *I authorize JM Smith Corporation and the financial institution listed on the voided check below to electronically deposit my pay, into the account specified, each payday. If monies to which I am not entitled are deposited in to my account, I authorize my employer to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization. I understand that I can change my account or financial institution arrangement simply by filling out a new authorization. I understand it can take up to three pay periods for direct deposit enrollment and changes to be effective.*

Employee Signature	
Date	
Email address (required)	

Reminder - If you are adding an account – attach your voided check, deposit slip, or other bank issued note with the account number, routing number, and bank name to this form before submitting to Human Resources.