



Employee Direct Deposit Bank Account Initiation / Change Form

This form is to be used for employees new to the Direct Deposit service. This form may also be used for employees changing the account(s) to which their paycheck is deposited.

Employee Instructions:

1. Complete the employee required information section.
2. Complete the Direct Deposit section to specify where you want your pay deposited.
3. Sign the bottom of the form.
4. Retain a copy of this form. Return the original to your employer.

Employer Instructions:

1. Complete the employer required information section.
2. Return this form to NPD Payroll office.

EMPLOYEE – Required Information
<p><i>PLEASE PRINT</i></p> <p>Employee Name _____</p> <p>Social Security No. ____-____-____ / ____-____-____ / ____-____</p> <p><input type="checkbox"/> New or Additional Account <input type="checkbox"/> Change Account</p>

EMPLOYER – Required Information
<p><i>PLEASE PRINT</i></p> <p>Client Name _____</p> <p>Client No. D _____</p> <p>Federal ID No. _____ - _____</p> <p>State Reg. _____ - 000</p> <p>State DOL - _____</p>

Complete for DIRECT DEPOSIT	
<p>I would like my wages/salary deposited to the following bank account(s):</p>	
<p>Bank Account #1 <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Name _____</p> <p>I wish to deposit (check one):</p> <p><input type="checkbox"/> Entire Net Pay</p> <p><input type="checkbox"/> _____ % of Net</p> <p><input type="checkbox"/> Specific Dollar Amount \$ _____ .00</p> <p>Please attach one of the following (check one):</p> <p><input type="checkbox"/> Voided check</p> <p><input type="checkbox"/> Bank letter or specification sheet*</p> <p style="font-size: small;">*See your local bank representative</p>	<p>Bank Account #2 <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Bank Name _____</p> <p>I wish to deposit (check one):</p> <p><input type="checkbox"/> Entire Net Pay</p> <p><input type="checkbox"/> _____ % of Net</p> <p><input type="checkbox"/> Specific Dollar Amount \$ _____ .00</p> <p>Please attach one of the following (check one):</p> <p><input type="checkbox"/> Voided check</p> <p><input type="checkbox"/> Bank letter or specification sheet*</p> <p style="font-size: small;">*See your local bank representative</p>
<p>NPD Payroll Use Only</p> <p>Account No. _____ Routing Transit No. _____</p>	

Employee Signature _____ Date ____ / ____ / ____

Return this original form to your employer.