

Direct Deposit Information (Attach voided check or bank spec sheet & complete Direct Deposit Authorization)

Deduction Code	Bank Routing Number (9 digits)	Account #	Checking / Savings	% of Net/Gross or \$ Amount	Status (Circle pre-note or live direct deposit)
% Net				_____ % of Net	Pre-note / Live
% Net				_____ % of Net	Pre-note / Live
D66			<i>Savings</i>	\$ _____	Pre-note / Live
D67			<i>Checking</i>	\$ _____	Pre-note / Live
D				\$ _____	Pre-note / Live

Earnings (Permanent) **Should all second (and multiple) checks be directly deposited for this employee?** (circle) **YES / NO**

Cycle Code	Department Charged	Earnings Description	Regular Hours	Amount \$	Rate \$	
		E_____				
		E_____				
		E_____				

Deductions (Permanent) (Attach applicable support documentation, if any)

Deduction Code	\$Amount	Or % of Gross	Balance
D_____			
D_____			
D_____			

THIS PAY ONLY EARNINGS

Department Charged	Earnings Description	Regular Hours	Overtime Hours	Amount \$	Rate \$
	E_____				
	E_____				

THIS PAY ONLY DEDUCTIONS

Deduction Code	\$Amount	Or % of Gross	Balance
D_____			
D_____			