



Portage Lakes | Career Center

# Employee Direct Deposit Enrollment Form

Please fill out this form and return to the Treasurer's Office. 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 help ensure that you are paid correctly.

**IMPORTANT! Please read and sign before completing and submitting.**

I authorize Portage Lakes Career Center to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account listed below.

Employee Name: \_\_\_\_\_

Last 4 digits SSN: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Account Information:**

ACCOUNT NUMBER 1 IS MAIN ACCOUNT. ACCOUNTS 2,3,4 ARE ACCOUNTS FOR FIXED AMOUNTS.				
Checking	Savings	ACCT 1:	ROUTING #	AMOUNT: 100%
Checking	Savings	ACCT 2:	ROUTING #	AMOUNT:
Checking	Savings	ACCT 3:	ROUTING #	AMOUNT:
Checking	Savings	ACCT 4:	ROUTING #	AMOUNT:

A voided check or bank enrollment form for the account you have indicated must be attached to this form. Please tape below or attach.

The image shows a voided check with the following details:
 

- Amount: 2400
- Routing Number: 1222105278
- Account Number: 6724301068
- Check Number: 2400

 Labels below the check identify these fields: Routing Number, Account Number, and Check Number.