



Mennonite Village

Direct Deposit

Direct deposit will help you in many ways:

- It saves trips to your financial institution
- It saves time in depositing checks...no long payday lines to wait in
- It eliminates the possibility of lost, stolen or forged checks
- Your money will be deposited into your bank account even if you are on vacation, away from the workplace on business or due to illness

How it works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. The amount of the deposit will appear on your bank statement.

Direct deposit funds should normally occur on scheduled pay dates. Please be aware that due to events beyond our control, such as banking holidays etc., isolated cases may occur where your funds may not be deposited on our payday.

Authorization for Direct Deposit

(Please fill out and return to the Payroll Department)

I authorize Mennonite Village to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my bank account, as indicated below, each pay period. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Employee Name _____ Date _____
(Please print)

Financial Institution Name _____

Account Number at Financial Institution _____

Financial Institution Routing/Transit Number _____

Financial Institution City and State _____

Deposit my full net paycheck into my: checking account *or* savings account.

OR

Deposit \$ _____ into my checking account *or* savings account and the remaining balance into my checking account *or* savings account.

Important Note:

If signing up for direct deposit into your checking account, staple voided personal check onto the back of this form for account verification purposes. Forms submitted without voided check will NOT be processed. Please do not attach deposit slip.