

# Direct Deposit Enrollment Form

To enroll in direct deposit, verify with your financial institution that the correct routing and account number is shown on your check, fill out the attached form and give it to payroll. If possible, please supply a voided check for each account listed below. This will help ensure that you are paid correctly.

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

I hereby authorize Diana Osberg Reporting Services to deposit any amounts and owed to me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries by Diana Osberg Reporting Services to my accounts. In the event that Diana Osberg Reporting Services deposits funds erroneously into my account, I authorize Diana Osberg Reporting Services to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Diana Osberg Reporting Services and Bank have received written notice from me of its termination in such time and in such manner as to afford Diana Osberg Reporting Services and Bank reasonable opportunity to act on it.

Employer Name \_\_\_\_\_ SS# \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

## Account Information

You may choose up to three accounts (Your last item must be for the remaining amount owed to you)

1. Bank Name/City/State \_\_\_\_\_

Checking    Savings    Routing # \_\_\_\_\_ Account# \_\_\_\_\_

I wish to    deposit \$ \_\_\_\_\_ . \_\_\_\_\_ or    Entire Amount

2. Bank Name/City/State \_\_\_\_\_

Checking    Savings    Routing # \_\_\_\_\_ Account# \_\_\_\_\_

I wish to    deposit \$ \_\_\_\_\_ . \_\_\_\_\_ or    Remaining Net Amount -    Deposit or    Check

3. Bank Name/City/State \_\_\_\_\_

Checking    Savings    Routing # \_\_\_\_\_ Account# \_\_\_\_\_

I wish to    deposit \$ \_\_\_\_\_ . \_\_\_\_\_ or    Remaining Net Amount -    Deposit or    Check