

Grinnell United Methodist Church

Employee Direct Deposit Enrollment Form

To enroll in Full Service Direct Deposit, simply fill out this form and give to your payroll manager. Attach a voided check for each checking account - not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the 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 hereby authorize GUMC to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by GUMC to my account. In the even that GUMC deposits funds erroneously into my account, I authorize GUMC 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 GUMC and Bank have received written notice from me of its termination in such time and in such manner as to afford GUMC and Bank reasonable opportunity to act on it.

Employee Name: _____ Social Security #: _____ - _____ - _____

Employee Signature: _____ Date: _____

Account Information

Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

1. Bank Name/City/State:

Routing Transit #: _____ Account Number: _____

Checking Savings Other

I wish to deposit: \$ _____ or Entire Net Amount

2. Bank Name/City/State:

Routing Transit #: _____ Account Number: _____

Checking Savings Other

I wish to deposit: \$ _____ or Entire Net Amount