

## Direct Deposit Form – Lifeguards Unlimited

### Worker Instructions:

1. Complete the WORKER related sections
2. Complete the Bank Account box(es) to specify where you want your
3. Sign and date the bottom of the form as worker
4. Have Account Holder sign bottom of form if applicable
5. Retain a copy of this form for your records. Return the original.

### Employer Instructions:

1. Complete the "LGU only" sections.
2. Enter into payroll
3. File in employee's personnel file

PLEASE PRINT

Worker Name \_\_\_\_\_

Last four digits of Social Security Number \_\_\_\_\_

PLEASE PRINT (LGU Use only)

Company Name \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Certain accounts may have restrictions on deposits and withdrawals. Check with your bank for more information specific to your account. I authorize my employer to deposit my wages/salary to the following bank account(s):

#### Bank Account #1

• **Checking**

Bank Name \_\_\_\_\_

• **Savings**

Bank Name \_\_\_\_\_

#### I wish to deposit (check one):

- Remainder of Net Pay
- \_\_\_\_\_ % of Net
- Specific Dollar Amount \$ \_\_\_\_\_ .00

#### Please attach one of the following for Checking or Savings accounts (check one):

- Voided check with name imprinted (no starter checks)
- Deposit slip (only accepted if the verbiage "ACH R/T" appears before the routing number)
- Bank letter or specification sheet (the signature of your local bank representative MUST be included)

#### Bank Account #2 (optional)

• **Checking**

Bank Name \_\_\_\_\_

• **Savings**

Bank Name \_\_\_\_\_

#### I wish to deposit (check one):

- Remainder of Net Pay
- \_\_\_\_\_ % of Net
- Specific Dollar Amount \$ \_\_\_\_\_ .00

#### Please attach one of the following for Checking or Savings accounts (check one):

- Voided check with name imprinted (no starter checks)
- Deposit slip (only accepted if the verbiage "ACH R/T" appears before the routing number)
- Bank letter or specification sheet (the signature of your local bank representative MUST be included)

If bank documentation provided is different from what is listed above, the following must be completed by the employer: I confirm that the above named employee has added or changed a bank account for direct deposit transactions processed by our payroll provider.

**Worker Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

By signing above, I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer to make direct deposits into the named account.

**Accountholder Signature** \_\_\_\_\_

(if worker's name does not appear on bank documentation) (Date)

#### LGU Use only

Entered into Payroll: \_\_\_\_\_ By: \_\_\_\_\_  
(Date) (Initials)