

DIOCESE OF COVINGTON DIRECT DEPOSIT FORM

Direct Deposit may be made to any bank or credit union that accepts electronic fund transfer

The employee MUST choose one account into which the net amount of the paycheck is to be deposited

I authorize the Diocese of Covington to forward the amount of my total net pay to the bank named below and I authorize that bank to credit my account in the same amount.

AMOUNT PER PAY	BANK/CREDIT UNION NAME	TYPE OF ACCT (circle one)	TRANSIT/ ROUTING NUMBER	ACCOUNT NUMBER
NET		CHECKING* SAVINGS		

* A voided check must be attached for Direct Deposit to a checking account

The employee MAY choose up to two additional accounts into which voluntary deductions are to be deposited

I authorize the Diocese of Covington to deduct the amount(s) below from my pay and forward to the bank named and I authorize that bank to credit my account(s) in the same amount.

AMOUNT PER PAY	BANK/CREDIT UNION NAME	TYPE OF ACCT (circle one)	TRANSIT/ ROUTING NUMBER	ACCOUNT NUMBER
		CHECKING* SAVINGS		
		CHECKING* SAVINGS		

* A voided check must be attached for Direct Deposit to a checking account

Employee Name (print)

File Number

Signature

Date

PLEASE NOTE THE FOLLOWING:

1. ALL direct deposit changes will be verbally confirmed with the employee before they are implemented.
2. The Payroll Office is not responsible for service charges or bank fees incurred in the event of a failure of timely fund transfer to an employee account.
3. The Payroll Office is liable only to transfer the funds to the clearinghouse using the information provided by the employee.

PAYROLL OFFICE USE:

Verification phone call made to: _____

Date/Time: _____

Notes/Comments: _____