

**DIRECT DEPOSIT PAYROLL
INSTRUCTIONS**

New Account for SAU Payroll _____ Change Existing Account with SAU Payroll _____

Your Name _____ Employee ID # _____

DEPOSIT TO WHICH ACCOUNT: (Choose one) CHECKING _____ SAVINGS _____

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X
ATTACH VOIDED CHECK

for the account you wish to be used for direct deposit.

The numbers at the bottom of the voided check identify

your routing and account numbers.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
X

The account number I have specified above is to be used for the direct deposit of my net payroll earnings.
Should I need to change the bank and/or bank account number I will give at least one week's notice to the Human Resources office.

Your Signature _____ Date _____