

SHEPPARD PRATT DIRECT DEPOSIT FORM

We are pleased to offer you the convenience of having your paycheck direct deposited into your checking and/or savings account at the financial institution you select.

To enroll in Direct Deposit: Complete and return this signed form, along with a **voided check** or another form of documentation from your financial institution (**no deposit slips**), to the Payroll Department via fax (410-938-3339) or inter-office mail.

Forms without this documentation will not be processed

PLEASE NOTE:

All direct deposits are **pre-noted**; therefore, you will first receive a live check (green in color) that will be mailed to your home address. Once the pre-note process is complete, your pay will be deposited into your account on payday. Financial institution policies may vary. Please verify deposit posting policies and timing directly with your financial institution.

IMPORTANT - PLEASE READ AND SIGN

I hereby authorize Sheppard Pratt to deposit my net pay, or amount designated below, into my account each payday. I further authorize the financial institution listed below to receive such deposits and to credit my account for the same amount. If Sheppard Pratt makes any deposit to my account in error, I authorize the named financial institution to return the erroneously deposited funds by debiting my account for the same amount.

This authority will remain in effect unless cancelled in writing

Employee Name (Please Print)

Employee's Department & ID #

Employee's Signature

Date

You may have up to three direct deposit accounts

NAME OF FINANCIAL INSTITUTION & TEL#

Entire paycheck OR \$ _____

Routing Number / Account Number

Savings Checking

NAME OF FINANCIAL INSTITUTION & TEL#

Entire paycheck OR \$ _____

Routing Number / Account Number

Savings Checking

NAME OF FINANCIAL INSTITUTION & TEL#

Entire paycheck OR \$ _____

Routing Number / Account Number

Savings Checking

PLEASE CANCEL MY EXISTING ACCOUNT

Current address:

Tel. Number: _____