



Paycheck Direct Deposit

As an employee of Green Chimneys Children's Services, you may have your paycheck directly deposited into your bank account(s). You may elect to have the full amount or a portion of your paycheck deposited directly into your checking or savings account, or both. There is no limit to the number of accounts you can use.

If you wish to take advantage of this service:

- Complete the form below and return it to the Payroll Office in the Business office or Human Resources
- If your deposit account is a checking account, please attach a voided check or a photocopy.
- Allow two (2) payroll periods from the time you submit this form for the direct deposit to be activated.

Employee Name: _____

Department Name: _____

Checking Account

Bank Name: _____ Branch: _____

Bank Transit Number: _____ Account Number: _____

Amount to be deposited: Full Check
 Partial Check (indicate amount): \$ _____

Savings Account

Bank Name: _____ Branch: _____

Bank Transit Number: _____ Account Number: _____

Amount to be deposited: Full Check
 Partial Check (indicate amount): \$ _____

Employee Signature: _____ Date: _____

Business Office Use Only	
Initials	Date