



## **DIRECT DEPOSIT REQUEST FORM**

Any new enrollment or change requires two payrolls before it goes into effect. (i.e., it will not be effective until the second payroll following the enrollment/change. If you have an existing account that you are changing, the next payroll you will get a check ---not a voucher---there will be no direct deposit. If you are changing banks, the old account will be deleted and the new one added---no money will go to the old account and you will get a check - --not a voucher. After you have received one check, the next payroll should be direct deposit. If it is not, please notify payroll immediately.)

New Enrollment                      Cancellation                      Change in Bank  
Change in Account Number      Change in Account

### **Please Staple Voided Check**

Name of Bank: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Net Pay to Checking:      \$ \_\_\_\_\_ to Checking with remainder to Payroll Check

### **Please Staple Savings Deposit Ticket**

Name of Bank: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Amount Deposited \$ \_\_\_\_\_ Deposit all to Savings

Balance Net Pay to:              Checking Account              Payroll Check

I authorize La Corsha Hospitality Group and the bank(s) mentioned above to electronically deposit my net pay and/or savings amount into my account each payday. If funds to which I am not entitled are deposited to my account in error, I authorize La Corsha Hospitality Group to direct the bank(s) to return the funds. This authorization will remain in effect until I have canceled or the financial institution can not electronically deposit my funds.

I understand that it will be my responsibility to call my bank and verify that my first deposit has been credited to my account.

Print/Type Name: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Signature: \_\_\_\_\_

Entered by HR \_\_\_\_\_