

Direct Deposit Request

To: Payroll Services, Inc.
207 N. Main St.
P.O. Box 77
Delphos, OH 45833
Phone: (419) 695-9040
Fax: (419) 695-9300

I would like to have my paycheck directly deposited into my account as follows:

<u>Type of Account</u> (i.e. Checking or Savings)	<u>Bank Routing #</u>	<u>Account #</u>
_____	_____	_____

In addition, I would like \$ _____ to be deposited into the following account each payday:

<u>Type of Account</u>	<u>Bank Routing #</u>	<u>Account #</u>
_____	_____	_____

Employee Name: _____

Address: _____

City, State, Zip: _____

In the event of an error, I give Payroll Services, Inc. permission to debit my account for the amount needed to correct the error.

Employee Signature

Date

Company

(PLEASE ATTACH A VOIDED CHECK FOR THE CHECKING ACCOUNT YOU WISH TO USE FOR DIRECT DEPOSIT)