



YMCA of the Rockies Payroll Direct Deposit Request Form

To set up payroll direct deposit, please provide a VOIDED personal check or direct deposit form issued from your financial institution; your email address; your authorizing signature; and return to Human Resources. If you chose to write your financial institution name, routing number, and checking or savings account numbers, please first verify the information with your institution. Checking or savings account deposit slips cannot be accepted.

Attach ONE of the following:

- VOIDED personal check here
- Direct deposit form issued from financial institution

OR provide the following information:

Financial Institution Name: _____

Routing Number: _____

Account Number: _____

I authorize YMCA of the Rockies to deposit my payroll earnings directly into the named account and understand that:

- direct deposit pay stubs will be sent electronically and securely to the email address below, if provided, in which case I also consent to having my W-2 Wage and Tax Statement accessible electronically to the same email address
- if there are any changes to my account information, it is my responsibility to notify my Human Resources Office no later than the Friday prior to the next scheduled pay date
- if a direct deposit is sent to an account which has been changed or closed without notifying my Human Resources Office, or if the provided account information is otherwise incorrect, a replacement check will be issued on the next scheduled pay date and I may be charged a \$30 processing fee

Employee name: _____

Employee email: _____

Employee signature: _____ Date: _____

HR staff signature: _____ Date: _____