

# Direct Deposit

Employees have the option of splitting their net pay up to three ways. You can send specified amounts or percentages to different accounts and receive the remainder of your money by a negotiable printed check. Whatever split is chosen will apply to all pay checks.

**Employees must attach a VOIDED CHECK or comparable BANK document for each account.**

(Most financial institutions have forms to sign up for direct deposit to checking/savings with the ACH transit number preprinted on them.)

If a two-way split is requested, Number "1" below must be a dollar amount or percentage and Number "2" must be the remainder. If a three way split is requested, Numbers "1" and "2" must be a dollar amount or percentage and Number "3" must be the remainder. Select '\$' '%' or 'Remainder' for each choice.

I request that my net pay be disbursed as follows:

1.	<input type="text"/>	to	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	at	<input type="text"/>
	<input type="checkbox"/> \$ <input type="checkbox"/> %		(Checking) (Savings) (Printed Check)		(Financial Inst)
2.	<input type="text"/>	to	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	at	<input type="text"/>
	<input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> Remainder		(Checking) (Savings) (Printed Check)		(Financial Inst)
3.	<input type="text"/>	to	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	at	<input type="text"/>
	<input type="checkbox"/> \$ <input type="checkbox"/> % <input type="checkbox"/> Remainder		(Checking) (Savings) (Printed Check)		(Financial Inst)

***Please attach a VOIDED CHECK or comparable BANK document for each account in this space or to the back of this form.***

***Please do not attach a Deposit Slip***

**Your Direct Deposit cannot be processed without this signed form AND the required documentation**

(Employee ID)

(Print Name)

(Date)

(Signature)

\_\_\_\_\_ I do not want to enroll in Direct Deposit at this time

**Please print, sign and date this form, attach required documents and send in an envelope marked confidential to HR-Payroll at City Hall**

***For questions please call Human Resources at 972-8090 or email***

***PayrollandBenefits@cityofboise.org***