
DIOCESE OF MONTEREY
DIRECT DEPOSIT AUTHORIZATION FORM

I, _____ authorize the Diocese of Monterey to process my paycheck earnings using Electronic File Transfer (direct deposit). I understand that this process may take up to 6-8 weeks to implement (approximately 2 pay periods). I understand that after direct deposit has been implemented that it will be my responsibility to contact the payroll department to report any changes regarding the account(s) listed below.

- CHECKING ACCOUNT** - I have enclosed a copy of a **voided check**.
- SAVINGS ACCOUNT** - I have enclosed a copy of a **bank slip**.

<u>Account Type</u> Checking/Savings	<u>Account#</u>	<u>Bank Routing#</u>	<u>How Much</u> Dollar amount to be deposited to account (whole #'s only/no cents)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name: _____ Social Security#: _____ - _____ - _____

Work Location: _____

Employee Signature: _____ Date: _____

Employees have the option of adding or changing their direct deposit on-line by signing in to their account at <https://portal.adp.com>.

*Employees depositing funds with a credit union or into an investment account should obtain a direct deposit form from their banking institution.

INSTRUCTIONS FOR DIRECT DEPOSIT AUTHORIZATION FORM

If you wish to have your entire check deposited into your checking or savings account.

Example: Specify the type of account (checking or savings), write down the account and routing numbers in the spaces provided and in the “How Much” column write “ALL”.

If you would like a specific dollar amount deposited into your savings account with the remainder of the check deposited into your checking account.

Example: Specify the type of account (checking or savings), write down the account and routing numbers on the spaces provided and then write in the “How Much” column the dollar amount (e.g. \$100.00) for the savings account and write “REMAINDER” for the checking account.