



Direct Deposit Request

All areas must be completed or the form will be returned. A voided check and/or bank verification of savings account and routing numbers **MUST** be attached. There is a maximum of 3 accounts.

Employee Name: _____

Effective Date: _____

Location: _____

Company (check one): ☐ Connection
☐ Connection Business Solutions
☐ Connection Public Sector Solutions
☐ Connection Enterprise Solutions

An initial request or change in your direct deposit account may take up to three pay periods. During this time, a real check may be generated. Always inspect your paychecks and pay stubs every week. It is the employee's responsibility to contact the Payroll Department immediately if any problems occur with direct deposit transfers.

Connection may reverse amounts credited erroneously to your account. Connection does not take responsibility for any charges you incur due to the above changes. Direct deposit is not guaranteed to be credited to your account on Connection's payday. Please check with your financial institution for details.



Checking ☐ Add (new account) ☐ Change (existing account) ☐ Cancel (existing account)

Routing Number: _____

Account Number: _____ Amt. Per Check: \$ _____

Checking ☐ Add (new account) ☐ Change (existing account) ☐ Cancel (existing account)

Routing Number: _____

Account Number: _____ Amt. Per Check: \$ _____

Checking ☐ Add (new account) ☐ Change (existing account) ☐ Cancel (existing account)

Routing Number: _____

Account Number: _____ Amt. Per Check: \$ _____

Savings ☐ Add (new account) ☐ Change (existing account) ☐ Cancel (existing account)

Routing Number: _____

Account Number: _____ Amt. Per Check: \$ _____

Savings ☐ Add (new account) ☐ Change (existing account) ☐ Cancel (existing account)

Routing Number: _____

Account Number: _____ Amt. Per Check: \$ _____

I understand that this authorization may be rescinded or amended at anytime by giving appropriate notice to the Payroll Department.

Signature: _____

Date: _____