

### Direct Deposit Enrollment Form

To enroll in direct deposit, simply complete and return form to the payroll department. Attach a voided check for each checking account. Deposit slips will not be accepted. If depositing to a savings account, ask your bank for the 9-digit Routing/Transit Number for your account. It is not always the same number on a savings deposit slip. This will help ensure you are paid correctly.

Sample Check:

|  |            |
|--|------------|
| Name Address                               | Date _____ |
| Street Name                                |            |
| City, State, Zip                           |            |
| Pay to the Order of _____ \$ _____         |            |
| Memo _____                                 |            |
| <b>⑆ 012345678 ⑆ 98765432145898 ⑆ 0101</b> |            |

Routing/Transit (A 9-Digit Number)

Checking Account #

Check # (not needed for enrollment)

The UMMS Corporation is authorized to deposit my net pay automatically into my account(s) with the financial institution indicated below each payday. If monies to which I am not entitled are deposited into my account, I authorize my employer to direct the financial institution to return said funds. In the event the funds erroneously deposited to my account have been drawn from that account so that return of those funds by the bank to UMMS is not possible, I hereby authorize UMMS to recover those funds erroneously paid to me from any future payments from UMMS until the amount of the erroneous deposit has been recovered in full.

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

List only accounts you want to start, change, or cancel. If you are not changing information on an existing account, do not list that account.

|  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Start  | Change                   | Cancel                   |                          |                          |
| <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | Checking                 | Savings                  |
|  |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank Name: _____   |                          |                          |                          |                          |
| Routing Number: _____  |                          | Account Number 1: _____  |                          |                          |
| Amount to Deposit (Per Pay Period) 100% or balance if account 2, 3, and/or 4 are selected. |                          |                          |                          |                          |

|   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Start                                       | Change                   | Cancel                   |                          |                          |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | Checking                 | Savings                  |
|   |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank Name: _____                            |                          |                          |                          |                          |
| Routing Number: _____                       |                          | Account Number 2: _____  |                          |                          |
| Amount to Deposit (Per Pay Period) \$ _____ |                          |                          |                          |                          |

|   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Start                                       | Change                   | Cancel                   |                          |                          |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | Checking                 | Savings                  |
|   |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank Name: _____                            |                          |                          |                          |                          |
| Routing Number: _____                       |                          | Account Number 3: _____  |                          |                          |
| Amount to Deposit (Per Pay Period) \$ _____ |                          |                          |                          |                          |

|   |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Start                                       | Change                   | Cancel                   |                          |                          |
| <input type="checkbox"/>                    | <input type="checkbox"/> | <input type="checkbox"/> | Checking                 | Savings                  |
|   |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank Name: _____                            |                          |                          |                          |                          |
| Routing Number: _____                       |                          | Account Number 4: _____  |                          |                          |
| Amount to Deposit (Per Pay Period) \$ _____ |                          |                          |                          |                          |