

**To: All Employees**

**FROM: SCC Payroll Department**

**SUBJECT: Payroll Direct Deposit Form**

**Employee Name:** \_\_\_\_\_

(Please print clearly)

Payroll earnings of St. Croix Central employees are automatically deposited through the payroll process. The payroll is electronically transferred to a clearing account and then transferred to the account, bank, or credit union of your choice. **Your first payment will be a check** – the computer verifies all of the numbers you gave and makes sure there is no problem. **Please fill in and sign this authorization sheet.** To verify routing numbers attach a voided check from the account(s) listed below. Each employee can deposit into a maximum of three accounts:

**1. Original Account – Can be either checking or saving**

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

Routing Number \_\_\_\_\_ Acct.# \_\_\_\_\_

Type of Account: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

**2. Additional Savings or Checking Account**

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

Routing Number \_\_\_\_\_ Acct.# \_\_\_\_\_

Type of Account: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

Please check one:

☐

% of gross amount of actual hours worked only

☐

% of entire gross paycheck such as option, extra-curricular pay, etc.

**3. Additional Saving or Checking Account**

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

Routing Number \_\_\_\_\_ Acct.# \_\_\_\_\_

Type of Account: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Amount \$ \_\_\_\_\_ or Percentage \_\_\_\_\_ %

Please check one:

☐

% of gross amount of actual hours worked only

☐

% of entire gross paycheck such as option, extra-curricular pay, etc.

We must  
have  
your  
signature



**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_