

Description/Details

Employees have the opportunity to sign up for direct deposit of their bi-monthly payroll. Direct deposit is mandatory for employees and interns based outside of the San Francisco office. To divide your pay into multiple bank accounts, provide a primary account, and a secondary account with a defined deposit amount. The primary account will receive the remainder of your take-home pay. You may change your direct deposit at any time.

Action Please print or type in blue or black ink.

- Please set up my paycheck so that it will be deposited directly into my checking account. I have attached a check, (or direct deposit set up form from my bank, including routing and account number) to this form.
- Please set up my paycheck so that it will be deposited directly into multiple accounts. I have attached multiple checks, (or direct deposit set up forms from my bank, including routing and account numbers) to this form.
\$ _____ secondary account deposit amount

Authorization

Signature: _____

Date: _____

Printed Name: _____