



Employee Direct Deposit Form

All NCYF employees are required to have their paychecks directly deposited into a checking and/or savings account.

- Choose a primary account for your entire check to be deposited into, or
- Optional: List up to 2 sub-accounts to deposit a portion of your check, and all must total 100% of your check.
- **Required:** Attach a voided check or official bank letter with account information.
- **Payroll is bi-weekly.**

PRIMARY ACCOUNT:

CHECKING

SAVINGS

Routing#: _____ Account #: _____

Institution: _____

Address: _____

Amount to Deposit: Net Pay (minus amount of sub accounts, if chosen)

SUB ACCOUNT 1:

CHECKING

SAVINGS

Routing#: _____ Account #: _____

Institution: _____

Address: _____

Amount to Deposit: \$ _____

SUB ACCOUNT 2:

CHECKING

SAVINGS

Routing#: _____ Account #: _____

Institution: _____

Address: _____

Amount to Deposit: \$ _____

Employee Signature

Print Name

Date