



# Employee Direct Deposit Form

203 East Street  
Easthampton, MA 01027  
Confidential Contacts  
Phone: 413.529.7289  
Fax: 413.527-2127

All employees of NCYF are required to have their paychecks directly deposited into either a checking or savings account, or both.

- 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)

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**SUB ACCOUNT 1:**                       CHECKING                       SAVINGS

Routing#: \_\_\_\_\_ Account #: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Amount to Deposit: \$ \_\_\_\_\_

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**SUB ACCOUNT 2:**                       CHECKING                       SAVINGS

Routing#: \_\_\_\_\_ Account #: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Amount to Deposit: \$ \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Print Name**

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