

(Not required to submit)

DIRECT DEPOSIT FORM

Schuman Cleaning Service is pleased to offer direct deposit of employee paychecks to the bank(s) and account(s) of your choice. To arrange for direct deposit please complete this form and **attach a voided check** to verify your account number and routing number. Your direct deposit should begin within two pay periods after the form is received.

Please notify us immediately if you close or if there are changes in your bank account.

New Enrollment Change Information Cancel Enrollment

I authorize Schuman Cleaning Service and the financial institution(s) listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated below each payday.

Note: This direct deposit will remain in full force and effect until written notice has been received.

EMPLOYEE NAME: _____ SSN: _____
(Please print name as it appears on your account)

SIGNATURE: _____ DATE: _____

BANK INFORMATION	
Direct Deposit #1	Direct Deposit #2
Bank Name	Bank Name
Branch Address	Branch Address
Branch Phone Number	Branch Phone Number
Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Please deposit: <input type="checkbox"/> Entire Check Or <input type="checkbox"/> Specific Amount _____	Please deposit: <input type="checkbox"/> Entire Check Or <input type="checkbox"/> Specific Amount _____
Account Number	Account Number
Routing Number	Routing Number