

Direct Deposit Enrollment/Cancel Form

To make changes to an existing direct deposit, you must first cancel, then re-enroll the account(s).

DIRECT DEPOSIT ENROLLMENT

I hereby authorize Village Community Services to initiate credit entries for payroll to my account(s) indicated below and for the financial institution(s) named below to credit the same to such account(s). I acknowledge that the origination of ACH transactions to my account(s) must comply with the provisions of U.S. law.

If my financial institution(s) is ever notified by Village Community Services that funds, to which I am not entitled to, have been erroneously deposited into my account, I authorize my financial institution(s) to return such funds to Village Community Services.

This authorization is to remain in full force until Village Community Services has received written notification from me of its termination in such time and manner as to afford Village Community Services and my financial institution(s) a reasonable opportunity to act on it.

CANCEL ALL DIRECT DEPOSIT AUTHORIZATIONS PRIOR TO THIS DATE

Print Name

Signature

Date

ENROLL THE FOLLOWING ACCOUNT(S)

Your pay may be deposited into more than one account if preferred. Please indicate the amount or percentage desired for each account.

Primary Account

Checking

Savings

Amount or Percentage to Deposit: _____

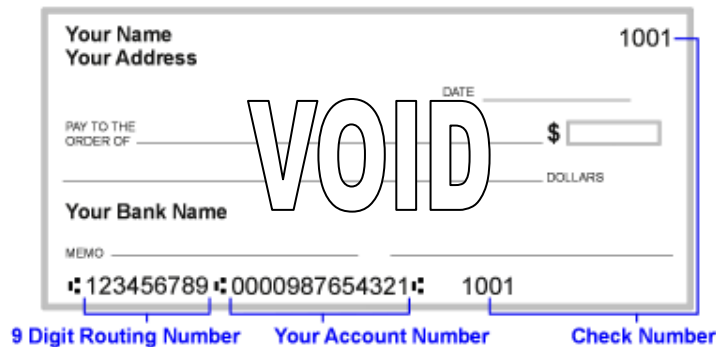
Financial Institution Name

Branch (City & State)

Routing Number (9 digits)

Account Number

ATTACH VOIDED CHECK FOR PRIMARY ACCOUNT HERE



Secondary Account

Checking

Savings

Amount or Percentage to Deposit: _____

Financial Institution Name

Branch (City & State)

Routing Number (9 digits)

Account Number

ATTACH VOIDED CHECK FOR SECONDARY ACCOUNT HERE

A voided check (or copy of voided check with the work "VOID" written on it **MUST** be attached to the actual completed Direct Deposit Authorization Form. A copy of a bank deposit slip **CANNOT** be used.

In lieu of the voided check, official Bank-issued documentation must be attached (i.e., letter from bank/financial institution showing the complete bank routing number and bank account number).