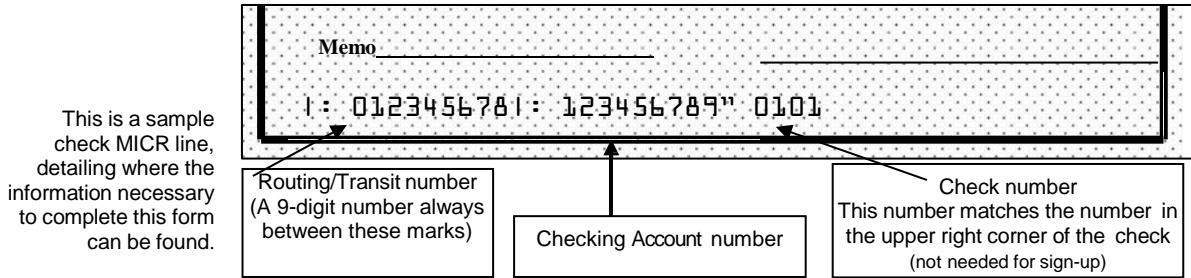


# Direct Deposit Enrollment/Cancellation

**To cancel: Complete section 1.** VCS requires direct deposit so you must enroll a new account ASAP.  
**To enroll: Complete sections 1 and 2.** Attach a pre-filled direct deposit form from your bank (or a voided check) for each account- not a deposit slip. This will help ensure that you are paid correctly.  
 You will receive a "real" paper check on the first payday after submitting this form while the bank verifies your account information. Direct deposit should begin the following payday.

No bank account? We can deposit your pay to a prepaid debit card if you have or would prefer to get one instead of a bank account.



- 1) Check one and complete the signature/date line. Submit form with attachments to Accounting.**
- Direct Deposit Enrollment       Cancel all Direct Deposit authorizations prior to this date

**IMPORTANT! Please read and sign before completing and submitting.**

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.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**2) Account Information**

**Simply attach a pre-filled direct deposit form from your bank** (or complete the account information and attach a voided check)

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

<b>Account #1</b>	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount or Percentage to Deposit: _____
_____	_____		
Financial Institution Name	Branch (City & State)		
_____	_____		
Routing Number (9 digits)	Account Number		

<b>Account #2 (if desired)</b>	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount or Percentage to Deposit: _____
_____	_____		
Financial Institution Name	Branch (City & State)		
_____	_____		
Routing Number (9 digits)	Account Number		

<b>Account #3 (if desired)</b>	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	Amount or Percentage to Deposit: _____
_____	_____		
Financial Institution Name	Branch (City & State)		
_____	_____		
Routing Number (9 digits)	Account Number		