



HUMAN RESOURCES

Supporting The Academy of the
New Church and The General
Church of the New Jerusalem

Direct Deposit Authorization

Employee Name (please print)

Our payroll system allows up to 8 accounts for direct deposit. You may have specific dollar amounts deposited to each account.

***Be advised: Your account will be in a Pre-Note status for one, possibly two payroll cycles before your pay is automatically deposited to your account(s) and a paper check will be issued to you. If you change your account or bank, it is your responsibility to notify the payroll department.**

Account #1

Bank name: _____

Bank Transit/ABA/Routing number: _____

Bank account number: _____

Account type: Checking Savings Amount: \$ net pay

Account #2

Bank name: _____

Bank Transit/ABA/Routing number: _____

Bank account number: _____

Account type: Checking Savings Amount: \$ _____

Account #3

Bank name: _____

Bank Transit/ABA/Routing number: _____

Bank account number: _____

Account type: Checking Savings Amount: \$ _____

Attach an additional form for more accounts

Signature

Date