

Employee Payroll Routing Form

Where would you like your direct deposit stub sent? Direct deposit stubs cannot be reissued. Please check only ONE:

Main (Administrative-Sturgis) Office _____

Mail Home _____

Emailed _____ print email address here: _____

Direct Deposit Account #1

Dollar (\$) Amount _____ (or specify ALL)

Bank Name _____

Check one: Checking _____ Savings _____

Direct Deposit Account #2 (Optional)

Dollar (\$) Amount _____ (or specify REST)

Bank Name _____

Check one: Checking _____ Savings _____

A void check must be attached for each account. If you do not have a check to void or are using a savings account, please have a bank employee print an authorization from the bank with your name, account number and routing number and the bank employee's signature verifying your account.

Changes to your direct deposit may take at up to 3 weeks to process

This authorization will remain in effect until BHSSC has received an **original** updated Enrollment Form. It is important you do not close your account until payroll has sufficient time to change your direct deposit information. If you close your account(s) and do not notify the payroll department, it may take up to 2 weeks for a replacement check to be issued.

I authorize my employer, Black Hills Special Services Cooperative, and the financial institution named above to deposit my net pay by electronic transfer to my account each payday. **I understand it is my sole responsibility to verify with my financial institution the receipt of my payroll direct deposit funds.** If amounts to which I am not entitled are deposited into my account, I authorize my employer to direct my Financial Institution to return them. In the event my designated account is closed or contains an insufficient balance to allow a deduction for amounts deposited in error, I agree that my employer may withhold any amounts owing to me until such amount is repaid.

I also attest, that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform the Payroll department immediately.

Printed Name

Signature

Date