



**Town of Davie**  
**Payroll Direct Deposit Form**

(954) 797-1055 or (954) 797-1057

- PLEASE FORWARD TO PAYROLL -

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Employee ID #: \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

**PAYROLL PRIMARY ACCOUNT (Net Pay):**

Bank Name: \_\_\_\_\_  Start Direct Deposit  Change  Cancel  
 Routing #: \_\_\_\_\_  
 Account#: \_\_\_\_\_  Checking - Attach a voided check  Savings

**PAYROLL SECONDARY ACCOUNT(S):**

1) Bank Name: \_\_\_\_\_  Start Direct Deposit  Change  Cancel  
 Routing #: \_\_\_\_\_  
 Account#: \_\_\_\_\_  Checking  Savings  
 \* Attach a voided check  
 For New Accounts Only  
**Dollar Amount:**

2) Bank Name: \_\_\_\_\_  Start Direct Deposit  Change  Cancel  
 Routing #: \_\_\_\_\_  
 Account#: \_\_\_\_\_  Checking  Savings  
 \* Attach a voided check  
 For New Accounts Only  
**Dollar Amount:**

3) Bank Name: \_\_\_\_\_  Start Direct Deposit  Change  Cancel  
 Routing #: \_\_\_\_\_  
 Account#: \_\_\_\_\_  Checking  Savings  
 \* Attach a voided check  
 For New Accounts Only  
**Dollar Amount:**

**PAYEE CERTIFICATION**

In signing this form, I authorize payment to be sent to the financial institution(s) named above to be deposited into the designated account(s)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# PAYROLL DIRECT DEPOSIT FORM INSTRUCTIONS

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In order to process your direct deposit request, the following information must be provided:

1. First and Last name
2. Employee ID number (not badge number)
3. Department
4. Phone Number

## **Primary or Secondary Account**

1. List the Financial Institution name. Your net pay will be going to the Financial Institution name listed.

2. Indicate whether the account is checking or savings. **Mark one box ONLY!**

a. **Checking**

Attached a voided check or letter from the Financial Institution containing the account information.

b. **Savings**

Please do not submit a deposit slip; instead verify account and routing information with your Financial Institution or attach a letter from the Financial Institution containing the account information.

3. Indicate by marking the appropriate box. **Mark one box ONLY!**

a. **Start Direct Deposit**

- If your net pay or (secondary account) is currently not setup for direct deposit.
- If you want to send your set amount (from your secondary account) to a different account or Financial Institution.

**Note:** Please be aware that for new accounts two (2) payrolls must pass before your direct deposit can begin. (This is the time it will take for the account information to be sent to your bank for verification before actual funds can be deposited).

b. **Change**

*Primary Account:*

If your net pay is currently setup for direct deposit and you want to send your net pay to a different account or Financial Institution.

*Secondary Account:*

If your secondary account is currently setup for direct deposit and wish to change your set amount.

c. **Cancel**

You wish to cancel direct deposit for you primary (or secondary accounts). Please remember to stop direct deposit with us **prior** to canceling your account(s) with your bank to avoid funds being returned to the Town. Failure to do so may cause a delay in reissuing a replacement check to you.

4. Complete, sign and date the form.