

Direct Deposit and Banking Info Checklist

To get direct deposit set up or to make changes to your existing banking info, provide the following details:

- Full name
- Social Security number
- Birth date
- Home address
- Direct Deposit Authorization Form:

Bank account information:

- Account number and routing number
- Voided check (or multiple checks, if you want money split into more accounts)
- Employee ID number

How to Change Your Existing Bank Information:

New bank account?
Fill out a new Direct Deposit Authorization Form and include your new account information.