



Payroll Direct Deposit Form

Account Information

Get routing numbers from check- **not deposit slip**.

Please print clearly.

Primary Account:

Routing # _____
Account # _____
Bank Name _____
Checking **OR** Savings

Secondary Account: (Must have set \$ amount)

Routing # _____
Account # _____
Bank Name _____
Checking **OR** Savings

Partial Amount \$ _____

* You may setup direct deposit into 2 separate accounts. The 2nd account **must have a set dollar amount** with the remaining balance going to the primary.

Authorization

I state that I authorize TFS and its bank to electronically deposit my net pay to the account(s) listed above.

Further, I authorize the withdrawal of payments deposited in error.

Print Name

Signature

Date

- Getting your account set up and verified in our system takes approximately 3 days.
- Direct Deposit Authorizations received by Wednesdays will be active for DD for the following week.
- We mail a direct deposit statement of wages for your records to your home address each week.
- Anytime you change account numbers or banks, be sure to notify us immediately. There will be a 3 day delay in setting up direct deposit to your new account.
- **To Stop Direct Deposit:** please notify us in writing by either fax or email at least three days in advance.

We are here to assist you! –Contact our office at (713) 932-6800 if you have any questions.