ROMAN CATHOLIC DIOCESE OF BOISE Direct Deposit Form

PLEASE READ THIS FORM CAREFULLY AND WRITE CLEARLY. If this is a new account, you must: 1. Already have the account set up at the bank.
2. Find out if they accept direct deposits. Verify bank's transit # and your account # (including dashes).
3. Notify the bank that you are going to set up direct deposit through Payroll. Make sure that there isn't anything special you need to do as far as they are concerned.

PLEASE CHECK THE ACTION AND FILL OUT FORM BELOW:
Canceling account (complete item C below). Do not close an account unless you cancel it through payroll first.
Direct deposit already set up, changing \$ amount only (complete C through E below).
A new account or to replace an existing account (complete A through E below). ***********************************
A. Bank Name:
B. Bank TBA #:
C. Bank Account #:
C. Bank Account #:
D. Checking (\$ or Full) Savings (\$ or Full)
E. Full Deposit Partial Deposit (amount per payroll)
PLEASE RETURN THIS FORM TO THE PAYROLL DEPARTMENT WITH A VOIDED CHECK FROM YOUR CHECKING ACCOUNT. YOUR ACCOUNT # WILL BE PRE-NOTED FOR ONE PAY CYCLE. ***********************************
I authorize QTS and the bank listed above the deposit my net pay or portion thereof as
indicated above into my account each payday. If funds to which I am not entitled are deposited into my account, I authorize QTS to
direct the bank to return said funds.
I understand that my deposit may not be credited to my account until 5:00 pm on the pay date indicated on the check voucher.
Employee Signature:
Name (Printed):