

Direct Deposit Setup Information

EMPLOYEE #: _____ EMPLOYEE NAME: _____

COMPANY NAME: NorTex Glass and Mirror

BANK ACCOUNT INFORMATION:

When using Direct Deposit for your payroll check, you may distribute the net amount of your payroll check to one bank account or split it between several different bank accounts. Your pay check can be distributed to a checking account, a savings account or both if you like. In order to do this, certain information regarding your bank account is needed. Please provide **a copy of a voided check** or written information from your bank on your banks letterhead for each account you would like your paycheck deposited into, or **we** will not be able to deposit your pay check directly into your account(s).

1. NAME ON ACCOUNT _____

BANK NAME _____

BANK ROUTING NUMBER _____

ACCOUNT NUMBER _____

AMOUNT TO DEPOSIT INTO THIS ACCOUNT _____

2. NAME ON ACCOUNT _____

BANK NAME _____

BANK ROUTING NUMBER _____

ACCOUNT NUMBER _____

AMOUNT TO DEPOSIT INTO THIS ACCOUNT _____

3. NAME ON ACCOUNT _____

BANK NAME _____

BANK ROUTING NUMBER _____

ACCOUNT NUMBER _____

AMOUNT TO DEPOSIT INTO THIS ACCOUNT _____