

Mr. Paul Brennan
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"Home of The Vikings"

TO: All Staff
FROM: Business Office
SUBJECT: **DIRECT DEPOSIT**

As you know, you have a right to have your payroll checks deposited directly into a designated account. Therefore, if you are interested in direct deposit, please complete the following and return it to the Business Office.

Employee Name:

Employee Social Security Number:

Bank Name:

Bank Account Number:

Bank ABA Number:

Type of Account:

Checking Account- Attach copy of voided check

Savings Account – Attach copy of official document showing account number and Bank ABA Number