

**Glen Ellyn Park District ---- Direct Deposit**

**Instructions:** To participate in the Direct Deposit program, choose ONE of the Options below and fill in the information requested. (Examples of each Option are provided on the bottom of this form.) After completing the Option box of your choice, fill in the rest of the application form, providing ALL information requested, and return it to your supervisor. **Please Note:** In most cases, payroll funds will be deposited into your personal account(s) on payday for immediate use, BUT check with your banking institution(s) regarding the timeliness of their ACH (direct deposit) transaction posting.

<p><b>Option #1</b></p> <p>Deposit the <b>entire</b> amount of my wages into ONE account.</p> <p>Circle Only ONE:        SAVINGS        CHECKING</p>	<p><b>Option #2</b></p> <p>Deposit a portion of my wages into SAVINGS and the remainder into CHECKING.</p> <p>You must choose a specific dollar amount OR a percentage of your wages to go into your SAVINGS.</p> <p style="text-align: center;">\$ _____ OR % _____</p>
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**New Deposit Request**       
 **Change Deposit Request**       
 **Cancel Deposit Request**

**PLEASE NOTE:**

For **CHECKING** accounts:

- ▶ attach one "voided" check from your account

For **SAVINGS** accounts:

- ▶ attach a personalized deposit slip, if available

<p align="center"><b>SAVINGS ACCOUNT INFORMATION</b></p> <p>Name of Bank _____</p> <p>Transit/ABA # _____ (Contact your financial institution to confirm this #.)</p> <p>Account # _____</p>	<p align="center"><b>CHECKING ACCOUNT INFORMATION</b></p> <p>Name of Bank _____</p> <p>Transit/ABA # _____ (Contact your financial institution to confirm this #.)</p> <p>Account # _____</p>
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I authorize the Glen Ellyn Park District to initiate the action to automatically deposit my payroll check into my checking and/or savings account in the manner opted for above for each pay period. I hereby acknowledge that if an amount is deposited to my account in excess of my due wages, as the result of an error, I must refund this excess to Glen Ellyn Park District within five (5) calendar days of notification.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**EXAMPLE: DIRECT DEPOSIT OPTION #1**

If you want the entire amount of your paycheck (net wages) directly deposited into your CHECKING account.

<p><b>Option #1</b></p> <p>Deposit the entire amount of my wages into ONE account. Circle one ONLY:</p> <p align="center">SAVINGS</p>	<p>If your net wages are \$300, all of the \$300 will be directly deposited into your CHECKING account.</p>
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If you want the entire amount of your paycheck (net wages) directly deposited into your SAVINGS account:

<p><b>Option #1</b></p> <p>Deposit the entire amount of my wages into ONE account. Circle one ONLY:</p> <p align="center">SAVINGS CHECKING</p>	<p>If your net wages are \$300, all of the \$300 will be directly deposited into your SAVINGS account.</p>
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**EXAMPLE: DIRECT DEPOSIT OPTION #2**

If you always want a portion (dollar amount OR percentage) of your paycheck (net wages) to go into SAVINGS and the rest to be deposited into your CHECKING account:

<p><b>Option #2</b></p> <p>Deposit a portion of my wages into SAVINGS and the remainder into CHECKING.</p> <p>You must choose a specific dollar amount OR a percentage of your wages go into your savings.</p> <p style="text-align: center;">\$ _____ 50 _____ OR % _____</p>	<p><b>DOLLAR AMOUNT:</b> <b>Example: \$50</b></p> <p>If your net wages are \$300, \$50 would be directly deposited into your SAVINGS account and \$250 would be directly deposited into your CHECKING account.</p>
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<p><b>Option #2</b></p> <p>Deposit a portion of my wages into SAVINGS and the remainder into CHECKING.</p> <p>You must choose a specific dollar amount OR a percentage of your wages to go into your SAVINGS.</p> <p style="text-align: center;">\$ _____ OR % _____ 10 _____</p>	<p><b>PERCENTAGE AMOUNT:</b> <b>Example: 10%</b></p> <p>If your net wages are \$300, 10% (or \$30) would be directly deposited into your SAVINGS account and \$270 would be directly deposited into your CHECKING account.</p>
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