



Enrollment Instructions (Completed by Employee)

Complete this form and submit the required attachments (see below) when faxing *Direct Deposit Form* to HR Processing Center.

-  **Direct Deposits to Checking Accounts** - Attach a voided check for each checking account listed below.
-  **Direct Deposits to Savings Accounts** - Attach a verification form from your bank that includes the appropriate routing/transit number attached to any savings account listed below.



Do Not Submit Deposit Slips with Direct Deposit Forms.

Deposit slips may not reflect the correct routing/transit number attached to your checking and/or savings account; therefore, deposit slips will not be accepted by HR Processing Center to establish new or modify existing direct deposits.

Direct Deposit Authorization

I hereby authorize SP Plus to deposit any amounts owed to me, to my account at the bank(s) indicated on this form. Further, I authorize my bank to accept and to credit any credit entries indicated by SP Plus to my account. In the event that SP Plus deposits funds erroneously into my account, I authorize SP Plus to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until SP Plus has received written notice from me of its termination in such time and in such manner as to afford SP Plus reasonable opportunity to take action on it.

Employee Name

Please Print

Last Four Digits of Social Security Number _____ **Employee ID Number** _____ **Phone Number** _____

Employee Signature _____ **Date** _____


Check One


- New direct deposit**
- Change bank and/or account to which paycheck is direct deposited**
- Cancel direct deposit and issue a pay card instead**

Account Information

Bank Name / City / State: _____

Routing/Transit #: _____ **Account Number:** _____


Checking  Attach voided check


Savings  Attach verification form from bank

I wish to deposit: \$ _____ or **Entire Net Amount**

Bank Name / City / State: _____

Routing/Transit #: _____ **Account Number:** _____


Checking  Attach voided check


Savings  Attach verification form from bank

I wish to deposit: \$ _____ or **Entire Net Amount**

Bank Name / City / State: _____

Routing/Transit #: _____ **Account Number:** _____

Checking  Attach voided check

Savings  Attach verification form from bank

I wish to deposit: \$ _____ or **Entire Net Amount**

Benefits of Direct Deposit

- ▶ **Convenient.** Your money is instantly available on payday for withdrawal or check writing, even if you are not at work.
- ▶ **Confidential.** Reduces handling of your personal payroll information by others.
- ▶ **Safe.** Eliminates the chance of lost, stolen, or damaged paychecks.
- ▶ **Reliable.** You still receive pay stub information every payday.
- ▶ **Free.** No more check cashing charges.