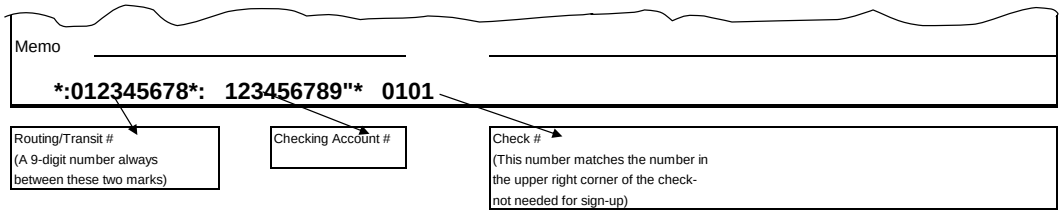
EARLY EDUCATION AND CHILD CARE

Brightside™ ACADEMY

Employee Direct Deposit Enrollment Form

To enroll in Brightside Academy's Direct Deposit, simply fill out this form and give it to your payroll manager. **Attach a voided check** for each checking account-NOT A DEPOSIT SLIP. If depositing to a savings account, ask your bank to give you th Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that your direct deposit is done correctly.

Below is a sample check MICR line, detailing were the information necessary to complete this form can be found.



Account Information

Make sure to indicate what kind of account, along with amount to be deposited if less than your total net paycheck.

1. Bank Name/City/State: _____

Routing/Transit #: _____ Account Number _____

(Circle One)

Checking Savings I wish to deposit $ _____ or ☐ Entire Net Amount

2. Bank Name/City/State: _____

Routing/Transit #: _____ Account Number _____

(Circle One)

Checking Savings I wish to deposit $ _____ or ☐ Balance of net amount

3. Bank Name/City/State: _____

Routing/Transit #: _____ Account Number _____

(Circle One)

Checking Savings I wish to deposit $ _____ or ☐ Balance of net amount

I authorize Brightside Academy to deposit my check into the above listed accounts.

_____ Date _____

Employee Signature

_____

Print Name

This section for corporte use only.

Entered into ADP _____