

## DIRECT DEPOSIT SIGN-UP FORM & I PAY NOTIFICATION

**Instructions:**

You have the following two choices:

- Option 1: 100% of your paycheck deposited directly into your checking or savings account.
  - Option 2: A portion of your paycheck is deposited into Option 1 and the rest is deposited into another account of your choice.
- Dollar amount only – no percentages.

If depositing to a checking account please attach a voided check for processing. If depositing to a savings account, contact your bank to get documentation verifying your savings account number and the TRANSIT ABA number of that bank. Your request cannot be processed without this number. Please note that we cannot accept starter checks or deposit slips; only voided checks will be accepted.

**Be sure to sign the form and include your name and address.**

Direct Deposit will begin approximately 3 weeks from the Friday after this request has been received. The deposit to your account may take up to 48 hours from the payroll date due to the Federal Reserve banking system. This delay is the exception rather than the rule.

After Direct Deposit takes effect your check stub will be available electronically 24/7 at [www.ipay.adp.com](http://www.ipay.adp.com). Your recruiter will explain the I-PAY registration process so you can see your check details.

Name ( <i>Last, First, MI</i> )		
Street	City, State	Zip Code
<b>Option One</b>		
Bank Name:	Account Number:	Transit ABA Number:
Checking or Savings Account? <i>(circle one)</i>	How much of your pay do you want deposited into this account?	
<b>Option Two</b>		
The remainder of your check will be deposited into:		
Bank Name:	Account Number:	Transit ABA Number:
Checking or Savings Account? <i>(circle one)</i>		
<b>Signature</b>	<b>Date: (MM/DD/YY)</b>	

\_\_\_\_\_ COPY SENT TO DAVIS PAYROLL DEPARTMENT  
 \_\_\_\_\_ ENTERED INTO TW  
 \_\_\_\_\_ LOGGED FOR RECRUITMENT