



# Direct Deposit Enrollment Form

To enroll in Direct Deposit, simply fill out this form and give it to your employer. Some employers require a voided check be attached for processing.

Company/Employer Name

I authorize the above named Company/Employer to initiate credit entries to the account(s) indicated below, and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

### Account Information

**Primary Direct Deposit Account.** If no additional accounts are specified, 100% of your net pay will be deposited into the Primary Account.

| Priority | Bank Name     | Transit/Routing Number<br>(Must be Nine Digits) | Account Number | Amount | (Check One)  |
|----------|---------------|---|----------------|--------|--|
| 999      | SunTrust Bank | 061000104                                       |                | \$     | <input type="checkbox"/> Checking <input type="checkbox"/> Savings |

**Adding Additional Direct Deposit Accounts.** Distributions are made to accounts according to the priority specified. Accounts with the lowest priority numbers are funded first, with the balance of your pay deposited into your Primary Account.

| Priority | Bank Name     | Transit/Routing Number<br>(Must be Nine Digits) | Account Number | Amount | (Check One)  |
|----------|---------------|---|----------------|--------|--|
| 1        | SunTrust Bank | 061000104                                       |                | \$     | <input type="checkbox"/> Checking <input type="checkbox"/> Savings |
| 2        | SunTrust Bank | 061000104                                       |                | \$     | <input type="checkbox"/> Checking <input type="checkbox"/> Savings |

If monies to which I am not entitled are deposited to my account, I authorize my Company/Employer to direct the financial institution to return said funds.

This authorization is to remain in full force and effect until the Company/Employer has received written notification from me of its termination in such time and in such manner as to afford Company/Employer and SunTrust Bank a reasonable opportunity to act on it.

|               |             |
|---------------|-------------|
| Employee Name | Employee ID |
| Signature     | Date        |

### Sample SunTrust Personal Check

A sample SunTrust personal check with the following details:
 

- Payor: JAMES C. MORRISON, 1765 SHERIDAN DRIVE, YOUR CITY, STATE 12345
- Account Number: 00-6789/0000
- Check Number: 101
- Date: \_\_\_\_\_
- Pay to the order of: \_\_\_\_\_
- Amount: \$ \_\_\_\_\_
- Routing Number: SunTrust Routing Transit Number ACH RT 061000104
- MEMO: \_\_\_\_\_
- MP (Micrprint) area at the bottom.

Sample Account Number