

ALAN RITCHEY, INC.
PAYROLL DIRECTIVE FORM

DIRECT DEPOSIT FOR MORE THAN ONE BANK ACCOUNT

- A. _____ I wish to sign up for automatic Direct Deposit. **(Requires banking information.)**
- B. _____ I wish to make a change to my banking information.
- C. _____ I wish to cancel Direct Deposit.

If you wish to utilize Direct Deposit, provide us with your bank and account information below. When we receive the completed form, it takes approximately five business days to process your direct deposit. This process is called a Pre-Note. Once your account is active, the funds will be available at your individual bank on Friday, each pay day. Direct Deposit is optional and you may withdraw authorization at any time.

PERSONAL BANKING INFORMATION

See attached sheet for multiple bank accounts

EMPLOYEE INFORMATION

PRINT YOUR NAME _____ SOCIAL SECURITY #: _____

SIGN YOUR NAME _____ DATE _____

YOUR ADDRESS _____

CITY, STATE, ZIP CODE _____

FOR OFFICE USE ONLY

EMPLOYEE CODE _____
 CARD NUMBER _____
 ENTER IN GREAT PLAINS _____
 PRENOTE ACTIVE/ENTER IN MASTER _____

REVISIONS

DATE AND INFORMATION:

PERSONAL BANKING INFORMATION (PLEASE CONTACT YOUR BANK FOR THIS INFORMATION)

No: 1) Bank Name, Address & Phone number: _____

Account name: (whose name is on the account) _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____

No: 2) Bank Name, Address & Phone number: _____

Account name: (whose name is on the account) _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____

No: 3) Bank Name, Address & Phone number: _____

Account name: (whose name is on the account) _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____

No: 4) Bank Name, Address & Phone number: _____

Account name: (whose name is on the account) _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____

No: 5) Bank Name, Address & Phone number: _____

Account name: (whose name is on the account) _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____
