



## DIRECT DEPOSIT REQUEST OR CANCELLATION

Please cancel my current direct deposit

Employee Name: \_\_\_\_\_ IDENTIFICATION #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Line of Business: \_\_\_\_\_ Daytime Phone #: (     ) \_\_\_\_\_

Branch / Dept.#: \_\_\_\_\_

Please initiate the following direct deposit

NOTE: (Attach a voided check which will include the  
Transit and Account Number)

Please change the following direct deposit

I hereby authorize the direct deposit of my net by my employer in the account(s) and financial institution(s) indicated below. Such direct deposit will be made on each succeeding payday, unless I choose to terminate this agreement in writing to my employer. In the event that my employer deposits funds erroneously into my account, I authorize my employer to debit my account for any amount not to exceed the original amount of the credit.

Employee Name: \_\_\_\_\_ IDENTIFICATION #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Line of Business: \_\_\_\_\_ Daytime Phone #: (     ) \_\_\_\_\_

Branch / Dept.#: \_\_\_\_\_ Suppress Direct Deposit Advice \_\_\_\_\_ YES \_\_\_\_\_ NO

Please distribute my paycheck to the following account(s):

Priority	Account type	Transit #	Account #	% of Net (or)	\$ Amount
*Example 1	Savings	063000021	987654321		20.00
2	Checking	063000021	123456789	100%	
1					
2					
3					
4					
5					

• In the example: \$20.00 will be sent to the savings account and the rest of the check will be sent to the checking account.

Your direct deposit will take approximately two to three weeks to begin. We will send a pre-note (test) first to your financial institution. It is important to call your bank to get your Transit #. This number is also commonly referred to as the ABA# or Routing #. Finally, be sure to call your bank to verify your money has been credited to your account properly the first time your direct deposit is effected. In the event a wrong number is entered on this form or keyed into the system, the pre-note status will begin again.

If you are a staff employee, please return this form to Corporate Human Resources at 1 Independent Drive, Jacksonville, FL 32202. If you are an associate, please return this form to your Branch or your On Site Manager.