



Direct Deposit Enrollment

(Optional)

Please Check One:
<input type="checkbox"/> New Direct Deposit Enrollment
<input type="checkbox"/> Change of Direct Deposit Information
<input type="checkbox"/> Stop Direct Deposit

I authorize Assanté and the financial institution listed below to initiate electronic credit entries to my account listed below. This authority will remain in effect until I have canceled it in writing. Failure to notify Assanté in a timely manner of changed or closed accounts will substantially delay the receipt of payments.

Employee Name:	Social Security Number:
Address (Apt. #/Unit/Space Number):	
City/State/Zip Code:	Telephone:

Assanté Client (who gives you work assignments?):

Checking <input type="checkbox"/>	Name of Banking Institution:	Account #:	Amount to Deposit: Entire Check: <input type="checkbox"/> OR Specify Amount: \$
	ABA/Routing Number:		
Savings <input type="checkbox"/>	Name of Banking Institution:	Account #:	Amount to Deposit: Entire Check: <input type="checkbox"/> OR Specify Amount: \$
	ABA/Routing Number:		

Check Attachment Instructions

Federal Reserve Bank regulation does not allow for payroll deposits to be made to any type of business account.
CHECKING ACCOUNT: Attach a voided personal check – the check must have your printed (not handwritten) name on it.
SAVING ACCOUNT: Attach a letter or statement from your financial institution which includes the financial institution's routing number and your account number for ACH purposes.
CHECKING AND SAVING DEPOSITS: Please allow two payroll cycles for deposits to begin.
DIRECT DEPOSIT SCHEDULE: May be affected by a Holiday and cause the deposit credit to be applied one business day later.

SIGNATURE

DATE