**PAYCHECK PAYMENT OPTIONS**

**#1. DIRECT DEPOSIT**

If you choose to have direct deposit please provide the following information:

Your name as it appears on your account:

Last First Middle

Bank Name

Bank Routing Number

(This number appears in the bottom left hand corner of your check between two colons: example: :301649120: it is always a nine digit number)

Account Number your paycheck is to be deposited to:

(Appears in the bottom center portion of your check- do not include the check number which is to the right of the account number)

**#2. MAIL CHECK**

If you choose to have your check mailed to you monthly, your check will be mailed out 2 day prior to the last working day of the month (pay day)

Your Signature Date

Print Your Name