



YOUTH LEADERSHIP INSTITUTE

Use Your Voice

Employee Request for Payroll Direct Deposit

ATTACH VOIDED CHECK(S)

NAME: _____ DIRECT DEPOSIT EFFECTIVE DATE: _____

YOU HAVE THE OPTION TO HAVE YOUR PAY DEPOSITED IN UP TO TWO (2) BANK ACCOUNTS. IF YOU CHOOSE TWO BANK ACCOUNTS, PLEASE STATE WHAT PERCENT % TO DEPOSIT TO EACH - MAKE SURE THAT THE TWO PERCENTAGES % ADD UP TO 100%.

1ST BANK NAME: _____ % OF DEPOSIT: _____

ACCOUNT TYPE: _____

1ST BANK ACCOUNT NUMBER: _____

1ST BANK ROUTING NUMBER (9 DIGITS): _____

1ST BANK CITY & STATE: _____

2ND BANK NAME: _____ % OF DEPOSIT: _____

ACCOUNT TYPE: _____

2ND BANK ACCOUNT NUMBER: _____

2ND BANK ROUTING NUMBER (9 DIGITS): _____

2ND BANK CITY & STATE: _____

I HEREBY REQUEST AND AUTHORIZE THAT THE ABOVE PERSONAL BANK ACCOUNT(S) BE PROFILED FOR ELECTRONIC DIRECT DEPOSIT OF MY PAYCHECKS BEGINNING WITH THE EFFECTIVE DATE NOTED. I UNDERSTAND THAT IF THE INFORMATION I PROVIDE IS NOT CORRECT, PAYMENT MAY BE DELAYED AND I WILL NOT HOLD YLI ACCOUNTABLE.

SIGNATURE: _____ DATE: _____