

DIRECT DEPOSIT INFORMATION

- You may direct deposit, net check, to 1 (one) financial institution
- As indicated on the direct deposit form, you must include a blank, voided check with your direct deposit form. This is to insure routing number accuracy.
- You, the employee, are responsible to communicate any bank changes to the payroll department in a timely fashion. Failure to keep the payroll department current regarding any changes in financial institution or account changes could result in a delay in your receipt of your paycheck. Manual checks will not be issued in these situations.
- Please read the direct deposit form carefully. There is important information on the form regarding the process.

If you have any questions, please call the payroll department (586) 439-4462.

Thank you