



**Please provide this information from one of your checks or monthly statements, not from a deposit slip.**

Incorrect data will cause your deposit to be delayed.

If you are using a **CREDIT UNION** account, please contact your credit union for the proper routing number. Credit unions often use a different routing number from the one which is printed on your checks for automated payments.

- You may select either direct deposit or to receive a payroll check, but not both.
- Return completed form to Payroll & Employee Benefits, Administration Building, Room 029.

Your Name	8077
123 West Street	
Any City, USA 12345	_____DATE
PAY TO	
THE ORDER OF _____	\$ _____
_____	_____DOLLARS
for: _____	
⑆123456789 ⑆	21447778 ⑆ 8077

┆  
**ROUTING NUMBER**  
denoted by nine digits  
surrounded by ⑆

┆  
The checking  
**ACCOUNT NUMBER**

┆  
Check number

In some cases, the order of the checking account number and the check number is reversed.