

MACOMB COUNTY

Human Resources and Labor Relations Department

1 South Main Street, 6th Floor, Mount Clemens, MI 48043 • Phone (586)469-5280 • Fax (586)469-6974

NEW EMPLOYEE DIRECT DEPOSIT APPLICATION

This form is used to direct deposit your regular check to a financial institution. Obtain your Routing Transit Number (RTN) from your bank or use the check example below to identify your RTN and account number. Your direct deposit will remain in effect until you request a change.

| Routing Transit Number | Your Checking Account Number |
|---|------------------------------|
| Sally James Anytown, USA | 1002 Date _____ |
| _____ SAMPLE _____ | \$ _____ Dollars |
| Anytown Bank Anytown, USA 48001 | _____ |
| I: 270000045 I: 80330000027 | 1002 Signature _____ |

When this request is processed, the initial pay will pre-note (go through at a zero balance to be sure the accounts are correct) and you will receive an actual paycheck. If all information is received correctly, the second and following pays will be direct deposited and you will be able to view your check stub indicating the amount deposited to your account at:

<https://online.macomb.sungardpsasp.com/Finance/Edge/Login/Login.aspx>

Name (First, Middle Initial, Last)

Last four of your Social Security Number

Name of Financial Institution

Routing Transit Number (RTN)

First two numbers must be 01 through 12 or 21 through 32

Account Number

Type of Account: Checking Savings

Employee/Retiree Signature

Date

() _____
Daytime Telephone Number

Please attach a voided check to this form