

MACOMB COUNTY

Human Resources and Labor Relations Department

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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

***Attach a voided check or documentation from your bank
with the routing and account number to this form***