



Direct Deposit Application

Employee Name: _____ Employee Number: _____

Instructions: Complete Section 1 to initiate a direct deposit to a single account (total net wages), or to initiate a primary account (portion of wages) associated with a second direct deposit identified in Optional Section 2, as well as a possible third deposit in Optional Section 3. To apportion two or three accounts, a specific amount must be shown in Optional Section 2 and Optional Section 3, in addition to satisfying the informational requirements of Section 1. The balance of all wages beyond those allocated through Optional Sections 2 and 3 will be deposited in the account cited in Section 1. Voided checks or an equivalency should be provided for each individual Direct Deposit Request.

Section 1:

Bank Name:	City:	State:
Routing #	Account #	

Optional Section 2: Use Optional Section 2 for a specific amount to be deposited to a second checking or saving account.

Specific Amount:\$	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Saving
Bank Name:	City: State:
Routing #	Account #

Optional Section 3: Use Optional Section 3 for a specific amount to be deposited to a third checking or savings account.

Specific Amount:\$	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Saving
Bank Name:	City: State:
Routing #	Account #

Payee Certification:

By signing below, I authorize RiteNet, Corp. and the Financial Institutions cited above to credit automatically to the indicated account all net pay amounts payable to me by the company. If funds to which I am not entitled are deposited into my account, I authorize the company to direct the Financial Institution to return said funds. This Direct Deposit authority is to remain in force until I notify the Company in writing of termination or changes hereto.

Employee Signature: _____ Date: _____

Submit completed form with attachments to Human Resources