

ROMAN CATHOLIC DIOCESE OF LEXINGTON

The Roman Catholic Diocese of Lexington is offering direct deposit to your bank account. Please attach a voided check for direct deposit to your checking account. For a direct deposit to your savings account attach a deposit slip with your bank name, account number and routing number. When voiding the check or savings deposit slip be sure that you don not in any way damage or delete any of the magnetic ink numbers at the bottom. The bank requires ALL of those numbers. On savings accounts ask your bank if the routing number is included on the bottom line, if not, write it in. If you wish to have a portion of your direct deposit sent to your savings account, indicate the amount per pay period, which will remain the same for the entire year.

EXPLANATION OF DIRECT DEPOSIT: The entire amount of the employee's Paycheck is automatically deposited into his/her bank account (checking and/or savings) on payday. The employee does not have to go to the bank. The employee can access the I-Pay system to view their pay stub, which shows deductions and the net amount deposited into his/her bank account.

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PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

I, _____ hereby authorize the Roman Catholic Diocese of Lexington to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my checking savings account indicated by the enclosed check or deposit form.

This authority is to remain in full force and effect until the Roman Catholic Diocese of Lexington has received written notification from me of its termination in such time and in such manner as to afford the diocese a reasonable opportunity to act on it.

Employee Signature _____ Date _____