



Employee Name – Please Print _____

Daytime Phone _____

Employee ID # _____

Note: This form supersedes all previously submitted forms. Please show ALL account allocations.

Choose one:

- New Enrollment
- Change Current Enrollment
- Cancel Direct Deposit

If you are closing an account and need to stop the deposit into that account immediately, list the account(s) here:

ACCOUNT #1

Choose one:

- Checking
- Savings

Choose One:

- Entire Check
- Fixed Amount \$ _____ or Percent _____ %

Bank Name: _____

Routing 9 digits: _____

Account Number: _____

ACCOUNT #2

Choose one:

- Checking
- Savings

Choose One:

- Remainder of Check
- Fixed Amount \$ _____ or Percent _____ %
- Issue Payroll Check

Bank Name: _____

Routing 9 digits: _____

Account Number: _____

ACCOUNT #3

Choose one:

- Checking
- Savings

Choose One:

- Remainder of Check
- Issue Payroll Check

Bank Name: _____

Routing 9 digits: _____

Account Number: _____

I have read and will abide by the Direct Deposit Guidelines on page two.

Employee Signature

Date

Return form to Human Resources at J1-105



FRED HUTCH
CURES START HERE®



DIRECT DEPOSIT GUIDELINES

I hereby authorize Fred Hutchinson Cancer Research Center ((Fred Hutch)/Seattle Cancer Care Alliance (SCCA)) to initiate automatic deposits to my account at the financial institution named above. I also authorize Fred Hutch/SCCA to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Fred Hutch/SCCA responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

NEW ACCOUNT REMINDER

Depending on timing, your new account information will go into effect with your next paycheck or the one following, please contact Payroll at 206.667.2424 or payrollmail@fredhutch.org if you have specific questions about timing. If the change results in a live paycheck Fred Hutch employees will have checks distributed on payday while SCCA employees can pick their checks up in HR on payday and for three days following at which time they are mailed out. Please refrain from arranging any direct billing from your account until direct deposit has been successfully established.

This authority is in force until my official notification of a change or cancellation, or until the termination of my employment.

ROBERT SAMPLE JOAN SAMPLE 123 MAIN ST. PORTLAND, ME 04101		Date <u>11/30/2011</u>		9999
Pay to the Order of	<u>Sample Check</u>	\$	<u>158.00</u>	
	<u>one hundred and fifty eight</u>	<u>00</u>	<u>100</u>	Dollars
TD Bank America's Most Convenient Bank®				
For	<u>SAMPLE</u>	<u>Joan Sample</u>	AP	
⑆ 23454321 ⑆		⑆ 0123454321 ⑆		9999
Routing Number		Account Number		