

Dunhill Staffing Systems of Charleston Direct Deposit

This form is to set-up your direct deposit with Dunhill Staffing Systems of Charleston. Once this has been completed your payroll check will be deposited into either a checking or savings account. You will receive an earnings statement showing your gross salary, taxes and other deductions and net pay. Please read the following information to help you fill out the following form.

1. Print the name of your bank
2. Please indicate which account you would like your pay to be deposited in.
3. If you indicate a checking account, **then you must attach a copy of a check or voided check. If none is attached, then your direct deposit cannot be entered.**
4. If you indicate a savings account, verify routing number of bank in which account is held.
5. Once you have written the account number and routing number, print your name, sign and date this form.

Bank Name _____

{ } CHECKING

{ } SAVINGS

Account Number _____

Account Number _____

Routing Number _____

Routing Number _____

Employee Name (please print) _____

Signature _____

Social Security Number _____

Local Dunhill Branch **CHARLESTON**

Place copy of check or voided check here