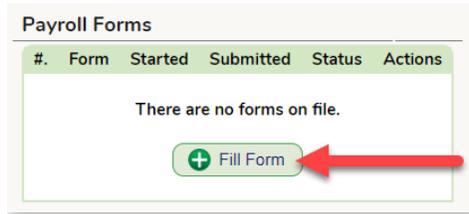


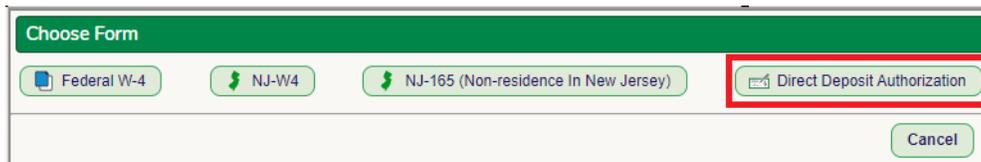
# How to Complete a Direct Deposit Authorization Form in the Employee Portal

Modified on Mon, Jun 24 at 11:17 AM

When you log into the Employee Portal, go to the **Payroll** tab. Click on the **Forms** button. You will be brought to the following tab, click on **Fill Form** button.



Click on the **Direct Deposit Authorization** Button



Enter your information and click the **Save** button. Once you have saved, click the **View Filled PDF** Form to review the completed form.

To attach a copy of a check(s), you can either click the **Choose File** button or drag and drop the files to the designated area. Then, Sign and Submit your form.

**Attach image of voided personal check**

Please attach an image of a voided personal check for a checking account, or preprinted deposit slip for savings account

Select File / Take Picture:  No file chosen

#.	Filename	Type	Size (KB)
or drag files into this area.			

**Sign and Submit Direct Deposit Authorization**

 Click the **SAVE** button above to ensure all of your data is saved before clicking the **Sign and Submit** Button below.