

Direct Deposit Agreement Form

To: All employees

Mountain View Conference pays by direct deposit. Most banks participate in direct deposit and if your bank does not participate, or if you choose not to, we can send a check instead but we prefer direct deposit. Direct deposit bypasses mail delays, lost mail, and is the quickest way for you to receive your pay.

We need the following information. **Please write legibly!** You may also include a voided check or deposit ticket from the back of your checkbook to insure the information we use is correct.

Employee Name: _____

Your bank name: _____

Your routing number: __ __ __ __ __ __ __ __ __ (9 digit number on bottom of check)

Your account number: _____ (also located on bottom of check)
(do not include check number on bottom of check)

Please circle type of Account: SAVINGS or CHECKING

Amount to deposit (Circle): 100%
Fixed Amount per payroll period \$ _____
(If fixed amount, a 2nd account must be at 100%)

I hereby give my permission for the Mountain View Conference to deposit my payroll funds directly into the bank account named above.

Signed: _____ **Date:** _____

Return to:

**Mountain View Conference
Attn. Treasury Dept
1400 Liberty Street
Parkersburg, WV 26101**

304-422-4581