



## Cortland County Community Action Program, Inc. (CAPCO)

32 North Main Street ❖ Cortland, NY 13045

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Head Start ❖ Early Head Start ❖ Energy Services ❖ WIC ❖ Consumer Directed Personal Assistance ❖ Family Development

### Direct Deposit Form

#### **Instructions:**

- 1) Complete the "EMPLOYEE - Required Information" Section
- 2) Complete the Direct Deposit section to specify where you want your pay deposited.
- 3) Sign the bottom of this form
- 4) Please attach either a voided check OR Bank Letter / Specification sheet to this form.**
- 5) Retain a copy for your records, and return the original to the CAPCO HR Department.

#### **"EMPLOYEE - Required Information" Section: (PLEASE PRINT)**

Employee's Name: \_\_\_\_\_

Employee's Last four digits of Social Security Number: XXX-XX- \_\_\_\_ \_

#### **Direct Deposit Section:**

I authorize CAPCO to deposit my wages / salary to the following bank account(s):

**Bank Account #1:** \_\_\_\_ checking \_\_\_\_ savings

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

I wish to deposit (check one):

\_\_\_\_ Entire Net Pay / \_\_\_\_ only \_\_\_\_% of net pay / \_\_\_\_ only a specific Dollar Amount of \$\_\_\_\_.00

#### **Direct Deposit Section:**

I authorize CAPCO to deposit my wages / salary to the following bank account(s):

**Bank Account #2:** (if desired) \_\_\_\_ checking \_\_\_\_ savings

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

I wish to deposit (check one):

\_\_\_\_ Entire Net Pay / \_\_\_\_ only \_\_\_\_% of net pay / \_\_\_\_ only a specific Dollar Amount of \$\_\_\_\_.00

#### **\*\*Please provide email address below:**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*\*Cannot be processed without provided source document\*\****