



**REQUEST FOR DIRECT DEPOSIT OF PAYCHECK**

*Employees of Calumet College of St. Joseph are required to have their paychecks deposited directly into their checking or savings accounts. The amount field should be filled in if you are sending funds to more than 1 bank and/or account number. If you are unable to secure a bank account, our payroll service will issue you an ATM card through their company. There is a \$5.00 monthly charge for this service.*

**PLEASE ATTACH A VOIDED CHECK FOR A CHECKING ACCOUNT  
OR A DEPOSIT SLIP FOR A SAVINGS ACCOUNT.**

Client: Calumet College of St. Joseph

Employee Name: \_\_\_\_\_

Bank # 1 Name: \_\_\_\_\_ Checking \_\_\_\_\_

Bank # 1 Routing #: \_\_\_\_\_ Savings \_\_\_\_\_

Bank # 1 Account #: \_\_\_\_\_

Amount Deposited: \_\_\_\_\_

Bank # 2 Name: \_\_\_\_\_ Checking \_\_\_\_\_

Bank # 2 Routing #: \_\_\_\_\_ Savings \_\_\_\_\_

Bank # 2 Account #: \_\_\_\_\_

Amount Deposited: \_\_\_\_\_

*Please return this form to Jacqueline Nalls in room 624 or e-mail as an attachment to: [jnalls@ccsj.edu](mailto:jnalls@ccsj.edu)*