



Direct Deposit

All employees are required to participate in direct deposit.

*I authorize Ohio Valley Manor, Inc. to deposit my payroll check into my account in the financial institution named below by automatic transfer. **This authorization will remain in effect until I submit a new form.***

Employee Name: _____

Account Number: _____

Bank Routing Number: _____

Financial Institution: _____

Checking or Savings Amount per paycheck \$ _____

***You must submit a canceled check with this form for all checking accounts.**

Employee Signature: _____ Date: _____

Please submit this information to the Human Resources Department.

Employee must complete a new authorization to change financial institution information. Employee must allow one full pay period for changes to be effective.