



# Eaton RESA

  

## DIRECT DEPOSIT FORM

Employee Name: \_\_\_\_\_  
(Please Print)

Please check one:                          Initial Enrollment                          Change                          Cancellation

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I authorize Eaton Regional Education Service Agency (ERESA) to deposit my net pay and optional specified amount(s) to the designated financial institution(s) and account(s). This authorization will also allow ERESA to adjust entries to correct errors, if necessary. This authority will remain in effect until I have changed it in writing.

**Deposit Instructions**

Please deposit my **Net Pay** to:                          Checking                          Savings  
   Provide Voided Check\*                          Provide letter from Bank with account information verification\*

\_\_\_\_\_   
Financial Institution Name

\_\_\_\_\_   
Transit Routing Number (nine digits)

\_\_\_\_\_   
Account Number

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**Optional Additional Deposit 1**

Please deposit this **specified amount** to: \$ \_\_\_\_\_  
   Checking                          Savings  
   Provide Voided Check\*                          Provide letter from Bank with account information verification\*

\_\_\_\_\_   
Financial Institution Name

\_\_\_\_\_   
Transit Routing Number (nine digits)

\_\_\_\_\_   
Account Number

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**Optional Additional Deposit 2**

Please deposit this **specified amount** to: \$ \_\_\_\_\_  
   Checking                          Savings  
   Provide Voided Check\*                          Provide letter from Bank with account information verification\*

\_\_\_\_\_   
Financial Institution Name

\_\_\_\_\_   
Transit Routing Number (nine digits)

\_\_\_\_\_   
Account Number

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*Pay vouchers are available in eEmployee by logging in to <https://hrweb.resa.net/eemployee/>  
Reimbursements, paid through Accounts Payable as separate transactions, will be deposited into the **Net Pay** account listed above or into the account circled and annotated in writing on this form.*

**\*Verification documents are extremely important to assure the accuracy of information involved in electronic transfers of funds. I understand that if I choose not to provide this documentation there may be a delay in my direct deposit if an error is made.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date