



- New
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## Vendor Direct Deposit Form

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Please print

Federal Tax ID Number: \_\_\_\_\_

Telephone Number of Bank Branch: \_\_\_\_\_

Specify Account Type:    S = Savings    C = Checking

Bank Routing ABA (required)	Bank Name (required)	Acct. Type	Account # (required)

*Please attach one of the following acceptable forms of documentation:*

**For Checking Accounts:**

1. Voided check with imprinted company name (Original Required)
2. Copy of Bank Account Identification from bank (must show Routing number and Account number)

**For Savings Accounts:**

1. Voided Deposit Slip (Original Required)
2. Copy of Bank Account Identification (must show Routing number as well as Account number)

**Direct Deposit will take effect on a go forward basis for any new unprocessed activity ONLY.**

I (we) hereby authorize Comsys to initiate credit entries in to my (our) checking or savings account and the deposit names above, to credit the same such account.

\_\_\_\_\_  
 Signature Account Holder Required

\_\_\_\_\_  
 Date