

Mandatory Direct Deposit Enrollment Form



I, _____, *an employee or local hire of Southeastern Conference,*
Please print

- I desire to enroll for direct deposit.

This means that I agree to give Treasury permission to deposit my paycheck directly into the bank or institution of my choice. I am attaching a voided check, which will provide necessary information for processing. I also agree that should a mistake be made regarding the amount of deposit, be it short or long, that I give Treasury permission to make said adjustment, but not prior to notifying me first. I also expect to receive a monthly breakdown of each deposit made on my behalf.

Signature

Date

- I have attached a voided check from the bank or institution of my choice.
OR
 I have attached a direct deposit form from the bank or institution of my choice.

Please send to the attention of Human Resources Dept.