

DIRECT DEPOSITS POLICY

IF YOU WOULD LIKE TO HAVE A CHECK DEPOSITED INTO YOUR CHECKING ACCOUNT WE REQUIRE THE FOLLOWING:

1. A check from your checking account with the word void written across it
2. A completed direct deposit authorization form

IF YOU WOULD LIKE TO HAVE YOUR CHECK DEPOSITED INTO YOUR SAVING ACCOUNT WE REQUIRE THE FOLLOWING: 1. A

document from your bank that shows the routing number of the bank as well as your account number.

2. A completed direct deposit authorization form

Thank you

WE CANNOT PROCESS YOUR DIRECT DEPOSIT WITHOUT THE APPROPRIATE DOCUMENTS LISTED ABOVE

I acknowledge that I have read above information regarding Humane Direct Deposit policy and procedure and will adhere by it.

Name of Employee

Date