



# Direct Deposit Sign Up Procedure

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Normally paychecks are sent out regular mail on Wednesdays. Checks may be sent overnight at your expense. If you would like direct deposit, please follow these instructions.

1. Fill out the direct deposit form accurately, sign, and date.
2. Include a copy of a voided check for checking accounts or a deposit slip for savings accounts.
3. Mail to payroll department or fax to (877) 750 – 1791 or (866) 329 – 8666.

Once your paper work is received, your initial direct deposit may take 2 – 4 weeks.

Please contact Dori Mazurek at (800) 269-8264 with questions regarding direct deposits. Thank you.



**REQUEST FOR INITIAL DIRECT DEPOSIT**

I, \_\_\_\_\_ hereby request and authorize ATC Travelers to directly deposit my pay, in lieu of a paycheck, into the bank or credit union account(s) I have designated below: If you want to split the deposit, please note account as well as amount to be deposited into each.

Bank or Credit Union: \_\_\_\_\_ **Circle:** Checking or Savings  
Acct #1-Account# \_\_\_\_\_ ABA# \_\_\_\_\_  
Amount to be deposited: \_\_\_\_\_

Bank or Credit Union: \_\_\_\_\_ **Circle:** Checking or Savings  
Acct #2 – Account# \_\_\_\_\_ ABA# \_\_\_\_\_  
Amount to be deposited: \_\_\_\_\_

I acknowledge that ATC Travelers assumes no responsibility for the availability of funds which is subject to the policy of my bank or credit union.

I understand that upon termination for any reason, my final pay will not be via direct deposit, but will be in the form of a check. I further acknowledge that ATC has the right to deduct any monies from my account to recover any overpayments made on my paycheck.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: An original voided check or printed deposit slip for savings acct. must be attached. It must include the ABA (American Banking Association) number.**

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**CANCEL DIRECT DEPOSIT**

I, \_\_\_\_\_ hereby request that direct deposit of my pay in the following account cease effective \_\_\_\_\_

Bank or Credit Union: \_\_\_\_\_

Acct #1 – Account # \_\_\_\_\_

Account in the name(s) of: \_\_\_\_\_

Acct #2 – Account# \_\_\_\_\_

Account in the name(s) of \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_