



DIRECT DEPOSIT
DOLLAR AMOUNT CHANGE FORM

(use this form ONLY to change the dollar amount you are contributing to your current direct deposit. Please use the Direct Deposit Authorization form to change account information)

NAME: _____

DATE: _____

=====

CHECKING ACCOUNT NO.: _____

I am already enrolled in direct deposit with my **checking** account:

_____ Please change my deduction from \$ _____ to \$ _____ per pay period.

=====

SAVINGS ACCOUNT NO.: _____

I am already enrolled in direct deposit with my **savings** account:

_____ Please change my deduction from \$ _____ to \$ _____ per pay period.

Signature

Date

Please complete and return to the Payroll Manager in Human Resources.