



# DIRECT DEPOSIT FORM

Direct deposit will result in the funds being available on Fridays without delay. An employee who cancels a direct deposit election will revert to the mailing or delivery procedure. Employees should provide three weeks notice of bank account changes.

To select the direct deposit option, please fill out and return the form below. **YOU MUST PROVIDE A VOIDED CHECK if depositing into CHECKING account or ACCOUNT VERIFICATION LETTER from your bank if depositing into SAVINGS account.** Processing will take approximately three weeks.

Detach & mail to: IQ Resource Group  
2277 W. Spencer St.  
Appleton, WI 54914  
Fax 920-738-0023

Name \_\_\_\_\_ Bank: \_\_\_\_\_

Address \_\_\_\_\_ Account #: \_\_\_\_\_  
Street Apt

\_\_\_\_\_ City State Zip

Routing #: 

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(Required for both checking & savings) (9 digits)

Phone #: \_\_\_\_\_  Checking  Savings

**IQ Resource Group emails direct deposit vouchers each week. Please provide us with an email address below where you would like to have your voucher sent to each week.**

Email Address: \_\_\_\_\_

**To Payroll Dept: Please process my direct deposit request. I have enclosed the proper documentation to support my direct deposit decision. I understand that canceling this direct deposit request will result in all future checks being delivered according to one of the three options listed in the paragraph above.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date