

**Tews Company Direct Deposit Form**

**Please Fill Out This Form & Attach a Voided Check  
Fax Completed Form & Check to 407.956.6182**

Tews Company offers direct deposit of payroll checks to all of our valued employees. Direct deposit is a system where your funds will be transferred on line from our bank account to the bank account of your choice. Your wages will be transferred into your account each week by Thursday at 2:00 p.m.

To register for Direct Deposit, please fill out the information below and **attach a voided check** from the account of your choice. If direct deposit information changes at any time, please use this form to communicate changes to Tews Company. Please allow 7-14 business days for direct deposit to become active or for modifications to take effect.

Employee Name	
Employee Address	
Financial Institution	
SSN Number	
Phone Number	

<input type="checkbox"/>	Checking Account
<input type="checkbox"/>	Savings Account

I would like to:

<input type="checkbox"/>	Set up a new direct deposit account
<input type="checkbox"/>	Modify an existing direct deposit account (Please attach voided check for new account)
<input type="checkbox"/>	Stop direct deposit effective _____

I understand that my payroll wages will be automatically transferred from Tews Company account to the account number stated on this form. My financial institution information will be used for the sole purpose of setting up direct deposit.

Employee Signature	Date
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