



# SPOKANE TRIBE OF INDIANS

**Direct Deposit Set-Up Form**  
 PO BOX 100, WELLPINIT, WA 99040  
 PHONE (509) 458-6500 FAX (509) 458-6552

## SECTION I - PAYEE INFORMATION

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Daytime Phone Number \_\_\_\_\_

Program/Department Name \_\_\_\_\_

## SECTION II - DIRECT DEPOSIT

**Select Services:**  **Automatic Direct Deposit** (should take effect second pay date after the form is turned in).

Enter the account(s) where payment will be disbursed. The account type indicates whether the account is a primary checking, primary savings, or alternate checking.

To get the nine-digit transit/routing number and account number, you will find this information encoded at the bottom of your check. It is suggested that a copy of a **voided check** or **savings withdrawal slip** be attached to ensure the correct numbers are obtained. **NOTE:** All accounts listed for direct deposit must be acceptable to NACHA (National Automated Clearing House Association). **Direct Deposit will most likely take effect the second pay date after this form is submitted.**

Bank Name	Transit/Routing Number (located on check before account #)	Account Number	Account Type	Direct Deposit	
				<input type="checkbox"/> Percent	<input type="checkbox"/> Dollars
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
<b>TOTAL</b>					

**Direct Deposit should take effect the second pay date after this form is submitted**

## SECTION III - PAYEE AUTHORIZATION/AGREEMENT

I, the undersigned, hereby authorize the Spokane Tribe of Indians to electronically deposit my net bi-weekly paycheck (gross wages less applicable taxes, less any authorized payroll deductions) payable to me by the Spokane Tribe of Indians to the financial institution(s) named above and to the designated account(s). I further authorize the Spokane Tribe of Indians to recall excess transfers from my bank account in the case of error. Excess transfers are in excess of my net bi-weekly paycheck.

To verify the first deposit, I will call my financial institution(s) and verify that the money has been deposited in my account(s).

Direct Deposit takes at least 2 pay periods before going into your account. One pay period for verification and the second pay period it is deposited into your account.

**X** \_\_\_\_\_ Date \_\_\_\_\_  
 Account Holders Signature (required)