



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, pick-up 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 Engineering Group
2835 N. Mayfair Road
Milwaukee, WI 53222

Name _____ Bank: _____

Address _____ Account #: _____
Street Apt

_____ Routing #: _____
City State Zip (Required for both checking & savings)

Phone #: _____ Checking Savings

Representative: _____

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.

Signature

Date