



Direct Deposit

Direct Deposit is mandatory for all HealthQuest employees. Direct Deposit you will automatically deposit all paychecks directly into the Checking or Savings account at the Financial institution of your choice.

To set up Direct Deposit:

- Complete all information on this form (*ONLY use routing number and account number from a Check **NOT** Deposit slip)
- Attach a voided check for the account you wish to have your paycheck deposited
- Return this form with voided check to HR/Payroll

_____ **NEW Enrollment**

_____ **Account Change/Update**

I hereby authorize HealthQuest hereinafter referred to as “Company” to initiate credit entries for sums to and payable to me to my Checking / Savings account indicated below and the Financial Institution named below, hereinafter referred to as ‘Depository” to credit the same to such account. I also authorize “Company” to initiate debits for sums due to “Company” for erroneous deposit or deposits at the “Depository”.

Employee Name: _____

Bank/Financial Institution Name: _____

_____ Checking Account

_____ Savings Account

Routing Number (First 9 digits): _____

Account Number: _____



Routing/Transit #
(A 9-digit number always between these two marks)

Checking Account #

Check #
(this number matches the number in the upper right corner of the check— not needed for sign-up)

The authority is to remain in full force and effect until “Company” has received written notification from me of its termination and in such manner as to afford Company a reasonable opportunity to act on notification or until such time as “Company” terminated this agreement.

Employee Signature: _____

Date: _____