



**BEREAN BAPTIST CHURCH AND ACADEMY**  
Fayetteville, NC 28314



**Employee Direct Deposit Form**

*It is the policy of Berean Baptist Church to make all payments for compensation or reimbursement to employees by means of Direct Deposit. For this reason, all employees are required to maintain an active checking or savings account and to maintain a voided check and proper documentation on file.*

Legal Name \_\_\_\_\_

Account Name (if different than legal name) \_\_\_\_\_

Name of Banking Institution \_\_\_\_\_

Routing # \_\_\_\_\_

Account # \_\_\_\_\_

I give permission to Berean Baptist Church to DIRECT DEPOSIT my Payroll Wages and any ministry related reimbursements to the routing and account number listed above:

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

\_\_\_\_\_  
*Date*

**ATTACH A VOIDED CHECK HERE**

It is the employee's responsibility to submit a new signed Direct Deposit Form whenever any changes are made to their banking institution, routing number, or account number. If a form is not submitted in a timely manner, the employee's compensation may be delayed or returned as non-deliverable. In this situation, the employee will wait until the next payroll period is processed to receive their wages.