

# Direct Deposit Sign Up Form

Complete this form to request direct deposit into your KeyBank checking or savings account.

## 3 Easy Steps!

- 1** Fill-in this form online or print it off and fill it out.
- 2** Attach a voided check to this form to confirm your account and routing numbers.
- 3** Submit this completed form and a voided check to the appropriate department:

### **Payroll Deposits:**

Forward this form to your employer's payroll department.

### **Retirement/Annuity, Dividend and Other Deposits:**

Follow up with your current provider to determine where to forward this document.

### Personal Information:

First Name Middle Initial Last Name

Social Security Number

Address

City State Zip Code

Phone Number

Alternative Phone Number

### Type of Deposit:

- ☐ Payroll ☐ Retirement/Annuity ☐ Dividend  
☐ Other: \_\_\_\_\_ (non SSA/SSI\*)

### Account you would like your check automatically deposited into:

KeyBank Account Number

Select one: ☐ Checking ☐ Savings

KeyBank Routing Number

Name on the Account

I authorize (name of the company) \_\_\_\_\_ and KeyBank to automatically deposit my check into my account listed above. This authorization will remain in effect until I have filed a new authorization, or until this authorization is revoked by me in writing.

Customer Signature

Date