

# **DIRECTIONS TO COMPLETE DIRECT DEPOSIT FORM**

**FOR YOUR SECURITY AND SAFETY, THIS FORM IS NO LONGER  
AVAILABLE ON LINE.**

**THIS FORM IS NOW AVAILABLE ONLY IN THE CONTROLLER'S OFFICE.**

**PLEASE HAVE YOUR IDENTIFICATION AND BANK INFORMATION  
AVAILABLE WHEN YOU COMPLETE THIS FORM.**

**UPON COMPLETION OF THIS FORM IN THE CONTROLLER'S OFFICE,  
THE DIRECT DEPOSIT FORM WILL BE  
PROCESSED IMMEDIATELY FOR YOU.**