



# 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

\* If you would like to have your government checks deposited into your KeyBank account please go to [www.key.com/directdeposit](http://www.key.com/directdeposit) and fill-in online or print a copy of the Government Direct Deposit signup form.