

MORTON GROVE PARK DISTRICT

PAYROLL CHECK DISTRIBUTION SELECTION FORM

Print Name Clearly in box below

- _____ 1 I will pick up my check at the administrative reception area by 4:00 pm on payday.
- _____ 2 The payroll department can mail my check on the Thursday before payday at 5:00 pm.
- _____ 3 I am requesting direct deposit. Direct Deposits are available in my account on Friday AM.

IF YOU ELECT TO HAVE DIRECT DEPOSIT PLEASE FILL INFORMATION BELOW

A void check must be attached for checking accounts.

NAME	_____		
ADDRESS	_____		
CITY, STATE, ZIP	_____		
SOCIAL SECURITY #	_____		
CHECKING	_____		
	Percentage	Routing #	Account #
SAVINGS	_____		
	Percentage	Routing #	Account #

SIGNATURE: _____

DATE: _____