

# Banking and Paycheck Dispersals

## Banks

Primary bank \_\_\_\_\_ Account #1 \_\_\_\_\_ Account #2 \_\_\_\_\_

Branch location \_\_\_\_\_ Phone \_\_\_\_\_

Secondary bank \_\_\_\_\_ Account #1 \_\_\_\_\_ Account #2 \_\_\_\_\_

Branch location \_\_\_\_\_ Phone \_\_\_\_\_

## Automatic Paycheck Deductions



Recipient \_\_\_\_\_

Amount \_\_\_\_\_ Monthly \_\_\_\_\_ Weekly \_\_\_\_\_

Sent to account # \_\_\_\_\_

Contact \_\_\_\_\_

Recipient \_\_\_\_\_

Amount \_\_\_\_\_ Monthly \_\_\_\_\_ Weekly \_\_\_\_\_

Sent to account # \_\_\_\_\_

Contact \_\_\_\_\_

Recipient \_\_\_\_\_ Amount \_\_\_\_\_ Monthly \_\_\_\_\_ Weekly \_\_\_\_\_

Sent to account # \_\_\_\_\_ Contact \_\_\_\_\_

Recipient \_\_\_\_\_ Amount \_\_\_\_\_ Monthly \_\_\_\_\_ Weekly \_\_\_\_\_

Sent to account # \_\_\_\_\_ Contact \_\_\_\_\_

## Paycheck Withholding

Federal taxes \_\_\_\_\_ FICA \_\_\_\_\_

State taxes \_\_\_\_\_ Local taxes \_\_\_\_\_

Disability insurance \_\_\_\_\_

## Payroll Department

Contact person \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_



*Pay yourself first! The easiest way to save 10 percent of your paycheck is to have it sent directly to a savings account. Arrange for an automatic transfer of funds directly into the savings or investment account of your choice. Check with your human resources department.*