

Sacramento Regional Transit District — Human Resources

Automatic Payroll Deposit

First Time Requestors Only

All Regional Transit employees have the option of requesting an “Automatic Payroll Deposit” to any bank, savings and loan, or credit union of their choice. Your Payroll Check can be automatically deposited if your bank or credit union has a Federal Reserve Routing Number. In order for your check to be credited to your account in time for payday, payroll information must reach San Francisco two (2) days prior to payday. Unfortunately, this requirement cannot always be met on all paydays. Consequently, it is possible for your check to be deposited as late as **one to three days after** payday.

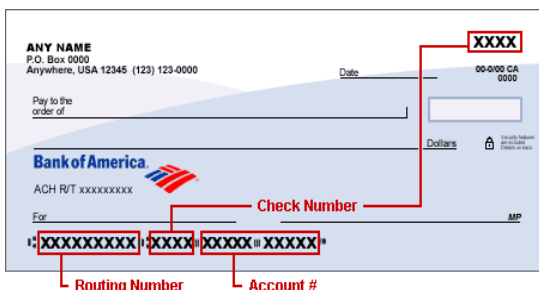
ATTENTION: YOUR SIGNATURE ON THIS REQUEST IMPLIES YOU ARE WILLING TO ACCEPT YOUR DEPOSIT AS LATE AS THREE (3) WORKING DAYS AFTER PAYDAY.

INSTRUCTIONS: To sign up for Automatic Payroll Deposit, please fill in the information below.

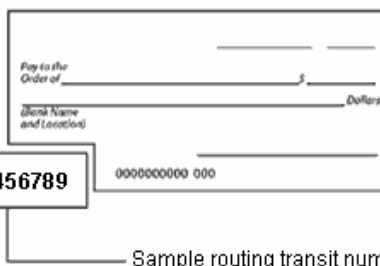
Please Print in Ink or Type

PERSONAL INFORMATION	BANK INFORMATION
Employee Name (Print or Type)	Bank Name
Employee Number OR Social Security Number	Account Number (Please show exactly how the number should be recorded. Include SUB number if applicable)
Employee Signature	Bank Routing Number (must have this to process)
Date	Checking <input type="checkbox"/> Savings <input type="checkbox"/> Type of Deposit or Account (check only one)

The **Golden 1 Routing Number is: 321175261**. The sequence of numbers for your account may not be the same as the examples given below, and may be different for other banks and/or Credit Unions as well. Where is the transit/ABA routing number on your check? If you are setting up direct deposit, your employer will likely ask you to provide an ABA routing number for your financial institution. The sample checks below show where ABA check routing numbers may be found on some checks. **Refer to your own check for your numbers.**



Personal Check



Sample for some Credit Unions

Date _____

Pay to the Order of _____

For _____

Routing number XXXXXXX	Acct # XXXXX	Check # XXXX
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Sample routing transit number