



# PAYROLL DIRECT DEPOSIT FORM

6 DIGIT LUX ID: \_\_\_\_\_

STORE NUMBER: \_\_\_\_\_

STORE NAME \_\_\_\_\_

PLEASE PRINT

ASSOCIATE NAME: \_\_\_\_\_  
*first middle last*

BANK NAME: \_\_\_\_\_

\* BANK ROUTING NUMBER: \_\_\_\_\_  
*(must be 9 digits)*

*\* This number identifies your particular bank and is used by the banking system to direct money to the correct bank. Please contact your bank to obtain the bank routing number and account number that should be used for Direct Deposit*

### PLEASE CHECK ONE OF THE FOLLOWING OPTIONS

- SET UP NEW DIRECT DEPOSIT
- CHANGE EXISTING DIRECT DEPOSIT
- CANCEL EXISTING DIRECT DEPOSIT

Indicate below the appropriate account numbers and amounts. If you simply wish to have the entire amount of your pay deposited into an account, fill in the account number and write the word "NET" in the amount column. You will receive a remittance advice showing the amounts deposited.

Please include a voided checking or savings deposit slip.

TYPE OF ACCOUNT	ACCOUNT #	AMOUNT
<input type="checkbox"/> SAVINGS ACCT #	_____	_____
<input type="checkbox"/> CHECKING ACCT #	_____	_____
<input type="checkbox"/> SAVINGS ACCT #	_____	_____
<input type="checkbox"/> CHECKING ACCT #	_____	_____
<input type="checkbox"/> SAVINGS ACCT #	_____	_____
<input type="checkbox"/> CHECKING ACCT #	_____	_____
<input type="checkbox"/> SAVINGS ACCT #	_____	_____
<input type="checkbox"/> CHECKING ACCT #	_____	_____

### NOTE

For a new direct deposit as well as a change in bank routing number or account number, there is a pre-notification period of approximately 2-3 pay periods. This means that a trial deposit with zero dollars is made to insure that all information is correct before funds are actually transferred. Please note during this trial deposit period, you will receive a check that will need to be cashed at a financial institution.

\_\_\_\_\_  
ASSOCIATE SIGNATURE

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

PLEASE FORWARD COMPLETED FORM TO THE PAYROLL DEPARTMENT

**by fax?**  
(513) 765- 6479

**by mail?**  
Luxottica Retail  
Payroll Department  
4000 Luxottica Place  
Mason, OH 45040