



Rivertown Finance

Let us balance your time & money.

5088 Corporate Exchange Blvd. Ste 340
Grand Rapids, MI 49512
P: 616.855.2858 / F: 616.855.2909
www.rivertownfinance.com

EMPLOYER: _____

NEW HIRE _____

EXISTING EMPLOYEE _____

Personal Information	
Name _____	
Address _____	
City, State, Zip _____	
Phone _____	Email Address _____
Social Security # _____	
Financial Information	
_____ Deposit to 1 Account	_____ Deposit to 2 Accounts
% _____ net pay or \$ _____ to deposit to account 1	
Remainder will be deposited to account 2	
Bank Name _____	
Account 1 _____	Checking _____ Savings _____
Routing Number _____	Account Number _____
Account 2 _____	Checking _____ Savings _____
Routing Number _____	Account Number _____
Attachment	
Please include a voided check with the return of this form.	
Finance Use Only	
Next Payroll Date _____	
Effective Date _____	
Signature & Authorization	
The signature below represents authorization for Rivertown Finance and the financial institution listed above to deposit my net pay automatically to the account listed above each payday along with any necessary adjustments due to error or delay of any party involved.	
Signature _____	Date _____
Print Name _____	Title _____