

## DIRECT DEPOSIT OF TAX REFUNDS WORKSHEET

Having your tax refund directly deposited into your Checking or Savings account is much faster than having a check mailed to you. To have your refund directly deposited, please provide the following details on this form **OR** provide a voided check.

## Please complete the following information

- Name of Bank/Credit Union: \_\_\_\_\_\_
- □ Type of Account (Check One):
  - □ Checking
  - □ Savings
- Routing Number: \_\_\_\_\_\_
- Account Number: \_\_\_\_\_

## **Helpful Information**

- Routing Number
  - ✓ Bottom left of check (or contact your financial institution). Don't use numbers on a deposit slip as they are different.
  - ✓ 9 digits long.
  - ✓ First two numbers will be 01-12 (Banks) or 21-32 (Credit Unions).
- Account Number
  - ✓ Leave out spaces or special symbols, but include all numbers, letters, & hyphens.
  - ✓ Not more than 17 characters long.
  - ✓ Be sure NOT to include the check number.

John Doe 123 Example Ave Morrisville, VT 05661		58-110/116	3
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UnionBank Herber FDX			
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	AND RESPONDENCES	NAME OF COMPLETE	
Routing Number	Account Number	Check Number	

Information must be 100% accurate to prevent delays. Once submitted with your return, there is no way to change it.