

Optional

DIRECT DEPOSIT OF PAYROLL

1. **What is Direct Deposit of Payroll?**
Direct Deposit is a payroll option that permits employees to have their net pay electronically deposited to their bank accounts every payday.
2. **How do I sign up?**
Simply fill out the Direct Deposit of Payroll authorization form and forward it to Accounting with a blank voided check for the account into which you wish your deposit made. If you have an account without checks, send a voided deposit ticket instead.
3. **How will I be sure I've been paid?**
You will continue to receive an earnings statement detailing your pay amount and deductions. Your bank will also fully describe the transaction on your monthly account statement.
4. **How long will it take for the automatic payments to begin after I sign up?**
The first deposit will be made approximately six to eight weeks after you send in your authorization. You will be notified before regular payments begin.
5. **Can my pay be deposited to any bank?**
You can have your pay directly deposited to any bank, credit union, savings and loan or money market fund in the country, as long as the institution is a member of the Automated Clearing House (and most are). You can contact your institution for help in filling out your authorization form.
6. **What happens if there is an error in the amount credited to my account?**
It is very unlikely that this will happen. If it should, contact the Accounting Department to ensure the necessary adjustments are made.
7. **What if I change bank accounts after I sign up for Direct Deposit?**
If you change accounts, it is important that you complete a new authorization form as soon as possible. Forward it with a blank voided check for the account to Accounting.

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AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

COMPANY
NAME _____

COMPANY TAX
ID NUMBER _____

I (we) hereby authorize _____, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) () Checking () Savings account (select one) indicated below at the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY

(BANK)

NAME _____

BRANCH _____

CITY _____

STATE _____ ZIP _____

BANK TRANSIT

ROUTING NUMBER _____

ACCOUNT NO _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME (S) _____

SOCIAL SECURITY
ID NUMBER _____

DATE _____

SIGNED X _____

SIGNED X _____

NOTE : ATTACH A VOIDED BLANK CHECK IF DEPOSIT IS TO BE MADE TO A CHECKING ACCOUNT