PAYROLL DIRECT DEPOSIT

Signing up for direct deposit is to your advantage - never a lost, delayed or stolen check in the mail.

To busy to make it to the bank, sick, on vacation - direct deposit is the easiest, safest way to go!

It may take up to 3 payroll cycles for direct deposit to go into effect. During the first cycle and possibly the second cycle you will receive a check in the mail, sent to the address you have on file with Human Resources (new hires this is obtained from the address on the W-4 you submit). The second or third payroll cycle will be your first deposit into your account.

To complete authorization:

- 1. Select type of account
- 2. Select type of deposit
- 3. Fill in financial institution information
- 4. Date, print and sign
- 5. YOU MUST ATTACH A VOIDED CHECK!! Or a print out from your banking institution stating your name, routing number, account number, and type of account. A deposit slip is not acceptable.

Failure to follow these instructions will result in denial of your request, and it will be sent back to you unprocessed.

I authorize y	you and the financial institution liste	ed below to deposit my pay automatically to my Checking Account Saving Account
authorizatio		erse a deposit for any payroll entry made to my account in error. This neelled it in writing and such time as to afford you a reasonable opportunity
to act off it.	☐ Change	Date
FINANCIAL INSTITUTION		NAME (PLEASE PRINT)
ADDRESS		CO-APPLICANT'S NAME IF JOINT ACCOUNT
СПҮ	STATE	SIGNATURE
FINANCIAL INSTITU	UTION ACCOUNT NUMBER	
	10 BE COMPLET	ED BY YOUR PAYROLL OFFICE
COMPANY NAME		EMPLOYER IDENTIFICATION NUMBER