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 until you come into Payroll to make proper changes to form or submission of voided check.

STAPLE ONE OF YOUR VOIDED PERSONAL CHECKS HERE	DIRECT DEPOSIT OF PAYROLL Please fill out and return to the Payroll Department. I authorize you and the financial institution listed below to deposit my pay automatically to my □ Checking Account □ Saving Account		
	each payday and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I have cancelled it in writing and such time as to afford you a reasonable opportunity		
	to act on it. \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		Date
	FINANCIAL INSTITUTION		NAME (PLEASE PRINT)
	ADDRESS		CO-APPLICANT'S NAME IF JOINT ACCOUNT
	CITY	STATE	SIGNATURE
	FINANCIAL INSTITUTION ACCOUNT NUMBER		
	TO BE COMPLETED BY YOUR PAYROLL OFFICE		
	COMPANY NAME		EMPLOYER IDENTIFICATION NUMBER