



# DIRECT DEPOSIT PAYROLL

We are pleased to be able to offer you a new payday convenience – *Direct Deposit Payroll*. Now you can have your paycheck automatically deposited in your checking or savings account on payday. You don't have to change your present banking relationship to take advantage of this service.

*Direct Deposit Payroll* will help you in many ways:

- it saves trips to the bank.
- it saves time in depositing checks – no long payday lines to wait in.
- it eliminates the possibility of lost, stolen or forged checks.
- your money is deposited faster – reducing the possibility of overdrafts.
- it means you get your money deposited to your account even if you're on vacation, out-of-town, or ill.

Here's how *Direct Deposit Payroll* works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

This voluntary service is entirely free. We believe you will like the added convenience of having your salary automatically deposited for you. *Direct Deposit Payroll* is safe, convenient and easy. To take advantage of this service, complete this authorization form and return it to the Payroll Department.

*Simply complete the form in order to take advantage of this service.*

All you need to do is:

1. Mark the box before type of account to indicate whether your pay will be deposited in your checking or savings account.
2. Fill in your name, the names of the account owners, bank, branch name, and date.
3. Attach a deposit slip (checking or savings) or a voided check for verification of all financial institution information. If you are unable to attach the deposit slip or voided check, please fill in your account and transit routing number.
4. Be sure that you sign and date the form.

■ PLEASE ATTACH DEPOSIT SLIP OR VOID CHECK

## AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSITS

|               |                                 |
|---------------|---------------------------------|
| EMPLOYEE NAME | EMPLOYEE SOCIAL SECURITY NUMBER |
| COMPANY NAME  | ACCOUNT NAMES                   |

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

### DEPOSITORY

|                       |                |
|-----------------------|----------------|
| FINANCIAL INSTITUTION | ACCOUNT NUMBER |
| BRANCH                | CITY STATE ZIP |

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

|           |      |
|-----------|------|
| SIGNATURE | DATE |
| .....     |      |

|  |                            |  |  |  |  |  |  |  |  |  |  |  |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| TRANSIT ROUTING NUMBER   | ACCOUNT NUMBER INFORMATION |  |  |  |  |  |  |  |  |  |  |  |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| TRANSIT ABA  |                            |  |  |  |  |  |  |  |  |  |  |  |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |