

\$\$\$ \$ DIRECT DEPOSIT \$\$\$ \$

Attached is the AUTHORIZATION AGREEMENT for Payroll Direct Deposit. If you would like to participate, complete and return the form to the Human Resources office as soon as possible.

If you would like to divide your net pay between accounts, you may elect a maximum of three accounts. Examples: one savings/two checking, one checking/two savings, etc. The three accounts may be at different depositories (banks).

If you choose to deposit in three accounts, you must specify the amount you want deposited into your secondary and third account. Your net pay less this amount will be deposited into your primary account.

Please attach a blank check with the word “**VOID**” written on the face of the check and/or a deposit slip as per instructions on the attached Authorization Agreement form.

We are required to process a pre-note (or test run) for each participant. This will be processed on the first pay run after the Authorization Agreement is received in the Human Resources office. If no problems occur, we will go “live” on your next scheduled payday.

A reminder: If you change banks, it is your responsibility to notify payroll of the change in sufficient time for the updated information to be entered on the computer system. You must complete an updated Authorization Agreement and return to the Human Resources office.

DIRECT DEPOSIT IS OPTIONAL – NOT MANDATORY.

All employees are now eligible for DIRECT DEPOSIT.

Contact the Human Resources office at ext. 5011 if you need assistance.

