



USE THE CONVENIENCE OF **DIRECT DEPOSIT**

As a valued supplemental staffer, you are eligible to participate in our Direct Deposit Program.

What is Direct Deposit and how does it work?

Direct Deposit is a safe, proven, confidential method of receiving your paycheck. Money is electronically transferred directly into your checking or savings account and will be carried out automatically every pay period! Best of all, there is no cost to you!

You will receive a payment stub that is identical to what you receive with a traditional paycheck. It will show how much was deposited into your account and how much was taken out for taxes, insurance and other items.

Direct Deposit is fast!

- ▶ You don't have to go to your local office to pick up your paycheck. Your money is securely deposited into your account.
- ▶ There is no waiting for a check to clear. Direct Deposit gives you quick access to your money.
- ▶ No more waiting on lines at the bank.

Is everyone eligible for Direct Deposit?

All employees are eligible to participate.

How do I sign up for Direct Deposit?

Simply fill out the reverse side and drop off or mail to your local office. It's that easy!

DIRECT DEPOSIT AUTHORIZATION

Employee Name: _____
(please print)

Social Security #: _____

Please Check One:

- I want to enroll in the Direct Deposit Service
- I want to change Bank or Account Information

I authorize the company to deposit my net pay directly into the bank account named below. This authorization will remain in effect until I notify the company, in writing, that I wish to discontinue this service or until the company has notified me that it has terminated the direct deposit service. I understand that the notice to discontinue will be acted upon by the company during the next available payroll cycle after receipt of notice. Banking regulations require a notification process that takes a minimum of two (2) payroll periods.

Please deposit my net pay into the following bank:

Bank Name: _____

Account #: _____

ABA/Routing #: _____

Please check one type of account and attach a voided personal check:

- Checking
- Savings

Employee Signature:

Date: _____