

To: All Employees
From: Controllers Office
Re: Direct Deposit
Date:

Direct Deposit is now available for all employees. With Direct Deposit you can automatically deposit all or part of your pay in up to three different accounts (including checking, savings and IRA) at the financial institution of your choice. By having your pay automatically deposited you:

1. Have your pay in your account on payday, without going to the bank.
2. Stop the possibility of lost, stolen or destroyed checks.
3. Save time making trips to the bank to cash or deposit your check.
4. Will still receive a pay statement displaying your earnings and deductions.

If you would like to sign-up for Direct Deposit, please return the bottom portion of this form, along with a voided check or bank spec for the account(s) you wish to deposit your money. (Note: no deposit slips)

Authorization Agreement for Automatic Direct Deposit

I hereby authorize _____ hereinafter referred to as "Company" to initiate credit entries for sums to and payable to me to my checking, savings or other account indicated below and the Financial Institution named below, hereafter referred to as "Depository" to credit the same to such account. I also authorize Company to initiate debits for sums due to the Company for erroneous deposit or deposits at the Depository.

Bank Name _____

Bank Transit ABA No. _____

Bank Account No. _____

Amount or Percentage

Checking: _____
Savings: _____
Debit Card: _____
Other: _____

This authorization is to remain in full force and effect until Company has received notification from me of its termination in such time and in such manner as to afford Company a reasonable opportunity to act on notification or until such time as Company terminated this agreement.

Employee Name: (Please print) _____

Employee Signature: _____ Date: _____