

# DIRECT DEPOSIT

With Direct Deposit, your pay is automatically deposited in your account each payday. There are no checks to deposit, no lines to wait in, no difficulties in collecting your pay when you're traveling, ill, or out of the office. Your money is ready and waiting for you.

To get cash, just write a check or go to a cash machine. Direct Deposit is the convenient, reliable way to get paid.

To enroll in the Direct Deposit Program, just complete the attached authorization form.

1. Check the box indicating whether you want your pay deposited to your checking account or savings account.
2. Fill in your account information.
3. Sign and date the form.
4. Attach a voided check for verification of your account information.
5. Return the form to the payroll department.

After your account information has been verified, Direct Deposit will begin. On payday, you will receive an earnings statement showing your gross pay, tax, other deductions, and the net amount of your deposit. Your pay will already be in your account and available to you.

## PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

I authorize you and the financial institution named below to automatically deposit my net pay to my account. (This includes my authorization to you to reverse any entries made in error.) This authority will remain in effect until I give written notice to cancel it.

Type of Account:            checking    savings

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Name

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Account Number

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Financial Institution

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Branch (include City and State)

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Signature

Date

**MAKE SURE TO STAPLE VOIDED CHECK!!!**