

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

Direct Deposit will help you in many ways:

- It saves trips to your financial institution
- It saves time in depositing paychecks-no payday lines to wait in
- Your money is deposited faster-reducing the possibility of overdrafts
- It eliminates the possibility of lost, stolen, or forged checks
- It means you get your money deposited to your account, even if you're on vacation or away from the office on business or illness

Here's how *Direct Deposit* works:

On payday, you will receive an earnings statement-pay stub- 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.

We believe you will like this added convenience of having your net pay automatically deposited for you. *Direct Deposit* is safe, convenient, and easy. To take advantage of this service, complete the attached authorization form and return it to the payroll department.

This authorization form gives your company and your financial institution authority to deposit your pay to your account. Simply complete this form in order to take advantage of *Direct Deposit*.

1. Mark the box before type of account to indicate whether your pay will be deposited to your checking or savings account.
2. Fill in your name, financial institution name and location, and date.
3. Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account information.

I authorize you and the financial institution listed below to initiate electronic credit entries and if necessary, debit entries and adjustments for any credit entries in error to my:

Savings Account Checking Account

each payday. This authority will remain in effect until I have cancelled it in writing

Financial Institution

Employee Name (Please Print)

Branch

City

State

Employee Signature

Transit Routing Number

Account Number Information

Staple voided check to this form

OFAC Check