Direct Deposit will help you in many ways.

- It saves trips to your financial institution
- It saves time in depositing checks-no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster-reduces the possibility of overdrafts
- 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 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 the 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 authorization form and return it to the Payroll Department.

The Authorization Form:

This form gives your company and your financial institution authority to deposit your pay to your account. Simply complete the form in order to take advantage of Direct Deposit. All you need do is:

- 1. Mark the box *before* type of account to indicate whether your pay will be deposited in 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 number.

NOTE: Be sure to sign the form!

EMPLOYEE'S AUTHORIZATION – Please fill out and return to the Payroll Department.			
/	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:		
SE SE	☐checking account ☐savings account	□checking account □savings account	
STAPLE VOIDED CHECK HERE	Each payday. This authority will remain in effect until I have cancelled it in writing. DATE		
ST,	FINANCIAL INSTITUTION	NAME (PLEASE PRINT)	
	BRANCH	ACCOUNT NUMBER AT FINANCIAL INSTITUTION	
	CITY STATE	SIGNATURE	
	TRANSIT ROUTING NUMBER	ACCOUNT NUMBER INFORMATION	
	ABA		