

**Please read completely. Sign before submitting.**

If depositing to a savings account, ask your bank for a specification sheet with the 9 digit Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

I hereby authorize \_\_\_\_\_ (hereinafter "the Company"), either directly or through its payroll service provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "the Bank") indicated on this form. Further, I authorize the Bank to accept and to credit any credit entries indicated by the Company, either directly or through its payroll service provider, to my account.

In the event that the Company deposits funds erroneously into my account, I authorize the Company, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until the Company has received written notice from me of its termination in such time and in such a manner as to afford the Company and the Bank reasonable opportunity to act on it.

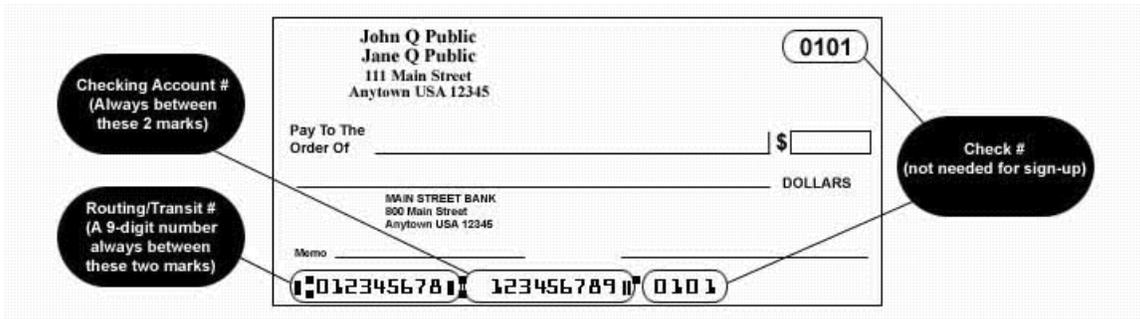
Employee Name: \_\_\_\_\_ SS# ~~IVR~~ "qt" ~~GR~~ : \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Account Information** -You may choose up to five accounts (use additional forms).

1. Bank Name/City/State: \_\_\_\_\_  
 Routing/Transit #: \_\_\_\_\_ Account # \_\_\_\_\_  
 Checking Savings I wish to deposit \$ \_\_\_\_\_ or 1 Entire Net Amount  
 NEW - ADD this account CHANGE amount to be deposited CANCEL this account

2. Bank Name/City/State: \_\_\_\_\_  
 Routing/Transit #: \_\_\_\_\_ Account # \_\_\_\_\_  
 Checking Savings I wish to deposit \$ \_\_\_\_\_ or 1 Entire Net Amount  
 NEW - ADD this account CHANGE amount to be deposited CANCEL this account



**IMPORTANT - PRENOTE:** All new direct deposit account additions are submitted automatically through a first time pay cycle called prenote. This process sends your new account information through the banking system as a test run so that your bank can confirm your account information. As a result, when the new account is entered into the payroll system, your next paycheck will not have the new deposit; this may mean you will receive a live check. If your bank doesn't reject it, then your new direct deposit will be effective the following payroll.

**EXCEPTION:** To override the prenote cycle, and have your new account effective in the very next payroll, you will need to provide a copy of a voided check with this form or a bank specification sheet with your account information. To override the prenote, please sign below:

I authorize an override of the prenote process: \_\_\_\_\_ (signature) ... ***must include copy of check***