DIRECT DEPOSIT MEANS

- No checks or cash to deposit
- No trips to the bank
- You get paid on time, even when you're traveling or ill
- Your pay is in your account ready and waiting for you on payday

IMPORTANT REMINDER

Payroll office must pre-note your direct deposit the first pay period. Direct deposit will begin the second pay period after authorization is received.

HERE'S HOW TO GET MONEY IN THE BANK!

To sign up for Direct Deposit, complete the authorization form at the bottom of this page following these instructions:

1. Fill in your account information
2. Sign and date the form
3. Attach a voided check to the authorization form for verification of your account information
4. Return the form to the business office

On the second payday after authorization is received, you will receive an earnings statement showing your gross pay, taxes, other deductions, and the net amount of your deposit. Your pay will be in your account and available to you.

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

Complete and return to the business office

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 my payroll department.

Name of Bank	Name on Account
Routing Number	Checking Account Number
City, State	Signature Date

[ATTACH A VOIDED CHECK HERE]