

Direct Deposit

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 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 due to business or illness.

Here's how Direct Deposit works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions and new 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 to you.

Direct Deposit is safe, convenient and easy.

The authorization form, which is provided below 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 to do is:

1. Mark the box before account type 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!

Please fill out and return to the Payroll Department

EMPLOYEE'S AUTHORIZATION FOR DIRECT DEPOSIT

I authorize **Noll Human Resource Services** to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my: [] **checking account** or [] **savings account** each pay period. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Date _____

Financial Institution Name (Please Print) _____

Account Number at Financial Institution _____

*Please include all 0's as they are space holders. Do not include spaces.

Financial Institution Routing/Transit Number _____

*The routing number is always the first nine digits at the bottom of your check.

Financial Institution City and State _____

Print Name _____ Signature _____

Your money could be delayed being deposited in your account by several days if any of the information provided is incorrect. To ensure a timely deposit, please include a voided check.

PLEASE KEEP A COPY OF THE AUTHORIZATION FOR YOUR RECORDS