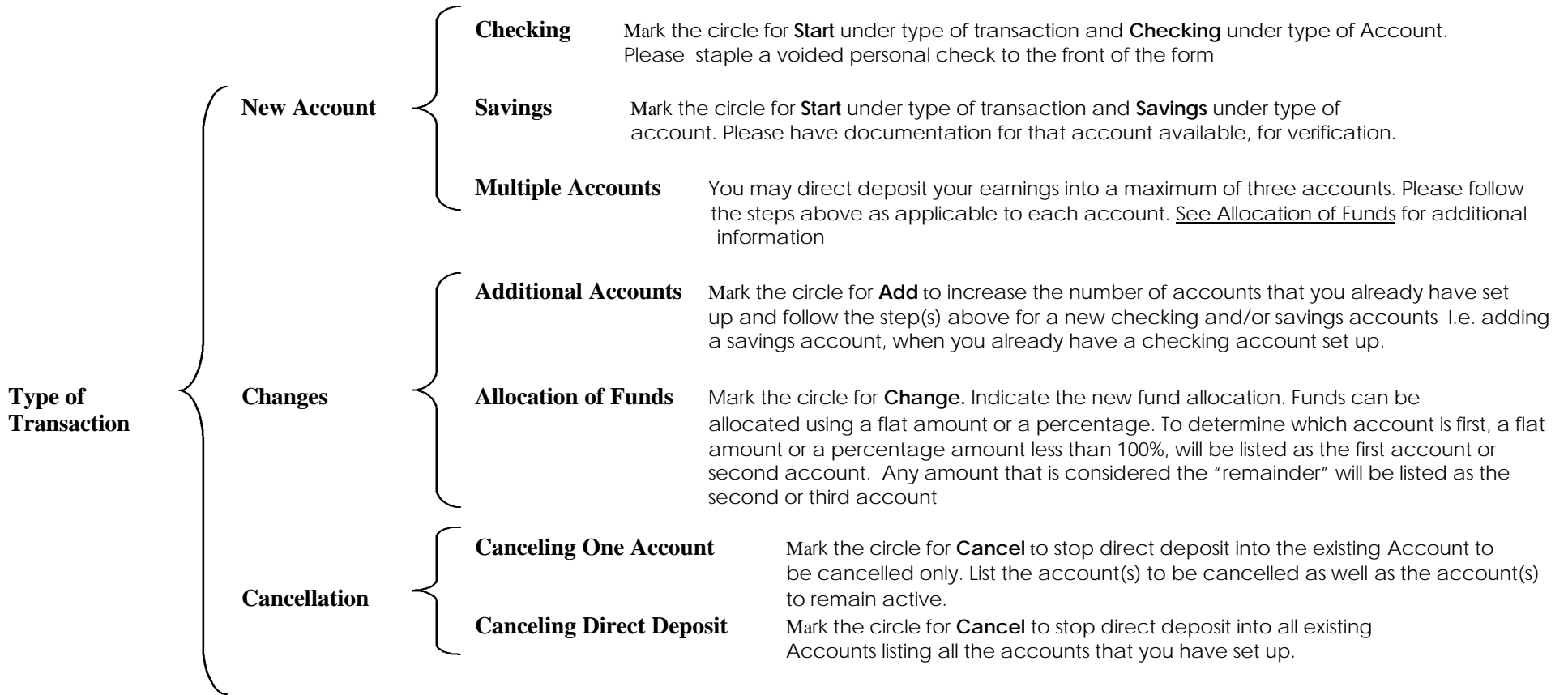


General Instructions on filing out the Payroll Direct Deposit Authorization Form

Step 1. For all transactions, please fill out the form with your Name and Employee Identification number (if known).

Step 2. Select the type of transaction you wish to do and follow the instructions as they apply.



Step 3. Once the form has been filled out, sign; date the bottom and write a phone number where you can be reached for further clarification, if needed. Submit form to Human Resources. Contact Accounts Payable (x5497) to setup expense reimbursement direct deposit.

All Direct Deposit accounts take a minimum of 2 pay periods to start. The first pay period is considered the Pre-notification which is the process for verifying the information provided on the direct deposit form with the bank(s) information. This information is sent with a \$0.00 amount. If the pre-notification is successful, then the Direct Deposit will be effective on the next payday. If the pre-note is not successful, we will recheck the information, and try again the following pay period.