



## PLEASE READ THOROUGHLY!!

### RE: DIRECT DEPOSIT

Enclosed is an ADP pamphlet that you need to complete with your Bank information. Please fill it out if you are interested in setting up direct deposit and return ASAP.

We believe Direct Deposit is a great convenience for most employees and are pleased to be able to offer it to you. Bank/ADP electronic transfers can take up to 72 hours. Most Banks can complete the transfers by Friday, however some smaller institutions such as credit unions may require the full 72 hours and your funds may not be in your account until Monday. In order to ensure your paycheck is credited to your account by Friday, we must process our payroll on Wednesday afternoon. Therefore we will need to receive original timesheets (**both white and yellow copies**) by transmittal time. We will not transmit payroll for anyone who is signed up for direct deposit unless we have the original timesheets. If we do not have your original timesheets by the transmission time you will have to wait two weeks for the next payroll processing.

Everyone will be allowed a one payroll 'grace period' during which time you may receive a manual check if you missed the transmission time deadline. If after receiving one manual check you are unable to comply with these terms, you will be unable to participate in the direct deposit program. You will then receive regular paychecks which you may pick up in person or have mailed to you.

After receiving your bank information it will be transmitted to ADP. ADP will then begin a prenote period, typically 10 days, that allows the bank(s) to insure the accuracy of employee account number(s). The first pay period after the prenote is complete will be the first direct deposit payroll. So be sure to send in your information as soon as you can.

If interested in signing up for direct deposit, please complete and return the enclosed form and a signed copy of this notice. **YOUR DIRECT DEPOSIT WILL BE DELAYED IF YOU HAVE NOT SENT IN BOTH THE BANK INFORMATION AND THIS SIGNED LETTER.**

By signing below I acknowledge that I understand and will comply with the above stated terms.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Executive Search and Contracting Services**  
Walnut Creek, CA



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**DIRECT DEPOSIT**  
**SIGN UP FORM**  
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**Direct  
 Deposit**

*Direct Deposit*

*Takes the Hassle*

*Out of Your Payday*

I hereby authorize my employer (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on the reverse side of this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I authorize Company 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 Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

Employee Name
Social Security #
Signature
Date
Company Name

*continued on other side*

