



Memo

FROM: Kathy Johnson, Office Manager
TO: All Employees
RE: Authorization Agreement for Automatic Deposits - NET (ACH Credit)

We can automatically deposit your pay directly into your bank account. This option would speed the process of depositing funds into your account. With a payroll check, funds are not available until you physically deposit your check. With Automatic Deposit, all funds would be available Tuesday morning. Except in the case of a Legal Holiday falling on a Monday, when funds would be available Wednesday morning. Direct Deposit Notification stubs will be issued to participating employees the same day paychecks are distributed. If you choose to participate, we will need the following:

- A voided blank check or savings deposit slip from your account
One account only
- Signed and dated **Authorization Agreement for Automatic Deposits - NET (ACH Credit)**
Copy attached

NOTE: If you would like a joint account holder access to deposit information, please list both names and include signatures for both. *Automatic deposit information will not be given to unauthorized individuals.*

Please forward all necessary forms to the office as soon as possible.

