

## DIRECT DEPOSIT

We are pleased to offer you Direct Deposit. You can have your paycheck automatically deposited in your checking or savings account on payday without changing your present banking relationship.

### 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.

### Here's how Direct Deposit works:

On payday you will receive an earnings statement showing gross salary, taxes, any other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

**Direct Deposit** is safe, convenient and easy. To take advantage of this service, complete the attached authorization form. **The authorization form gives Catholic Social Services 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:

- Mark the box before the type of account to indicate whether your pay will be deposited in your checking or savings account.
- Fill in your name, financial institution name, location, and date.
- 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 and routing number. The routing number is the first set of numbers on the extreme bottom left side of your check.
- **NOTE: Be sure to sign the form.**

On the first pay day for your direct deposit you will receive a paper (live) check. Your account numbers will be run through the system and verified. The next payday will be your first active direct deposit.

## AUTHORIZATION – Please fill out and return to Human Resources

I authorize CSS and the Financial Institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my:

**Checking Account**

**Savings Account**

\_\_\_\_\_  
Financial Institute

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Signature

**Please attach a voided check (or photo copy) for verification.**