

EXPRESS CASH/DIRECT DEPOSIT SIGN UP FORM
UPON COMPLETING THIS FORM, MAIL OR FAX TO NUMBER 940-726-5435, ATTENTION PAYROLL

ALAN RITCHEY, INC. is pleased to announce a more convenient method of receiving your net pay funds. Now you will be able to receive those funds directly from your Comdata card. This service, called Express Cash, is easy to learn and simple to use. You will also be able to have your funds deposited directly in up to five (5) different bank accounts. If you use the Express Cash options, your net pay will be loaded to your card on Friday of pay week. You have the options of writing Comchek drafts to receive your funds, deposit your net pay directly to your personal bank account, or a combination of both.

With the Express Cash and Direct Deposit options, each employee will receive one free transaction. Each additional transaction (Comchek, Direct Deposit, etc.) will cost \$0.25 per transaction. ATM transactions (including balance inquiries) are \$1.75 per transaction. The fee will be automatically deducted from your net funds available.

If you wish to utilize the direct deposit feature, contact your bank for instructions, then provide us with the information below and on the attached banking information sheet.

When we receive your completed form, we will process your request & it takes approximately two weeks to process your direct deposit. This process is called a Pre-Note. The direct deposit transfer is made by 12:00 PM on Thursday of each payroll week. The funds will be available to your individual bank as soon as they clear the Federal Reserve Clearing House, usually one to two days.

EXPRESS CASH/DIRECT DEPOSIT OPTIONS

Please select one option only.

- A. _____ I wish to have my net pay loaded onto a Comdata Card with no bank account transfer options.
- B. _____ I wish to have my net pay loaded onto a Comdata Card with the option to manually transfer funds from my Comdata Card to my bank account. **(Requires banking information)**
- C. _____ I wish to sign up for automatic Direct Deposit. **(Requires banking information.)**
- D. _____ I wish to make a change to my banking information.
- E. _____ I wish to cancel express cash/direct deposit.

PRINT YOUR NAME: _____ SOCIAL SECURITY: _____

SIGN YOUR NAME _____ DATE _____

YOUR ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PLEASE NOTE: IN THE EVENT OF TERMINATION, DIRECT DEPOSIT WILL BE STOPPED IF PAY IS OWED, THE EMPLOYEE WILL RECEIVE A CHECK.

FOR OFFICE USE ONLY

EMPLOYEE CODE _____
CARD NUMBER _____
ENTER IN COMDATA _____
PRENOTE ACTIVE/ENTER IN AS400 MASTER _____

REVISIONS

DATE AND INFORMATION:

PERSONAL BANKING INFORMATION (PLEASE CONTACT YOUR BANK FOR THIS INFORMATION)

No: 1) Bank Name, Address & Phone number: _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____

No: 2) Bank Name, Address & Phone number: _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____

No: 3) Bank Name, Address & Phone number: _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (Check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____

No: 4) Bank Name, Address & Phone number: _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (Check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____

No: 5) Bank Name, Address & Phone number: _____

Bank Routing Number _____

Bank Account Number _____ Checking: ___ Savings: ___ (Check one only)

Dollar (\$) or Percentage (%) amount to deposit to this account: _____