

ALAN RITCHEY, INC.
PAYROLL DIRECTIVE FORM

PAY CARD/DIRECT DEPOSIT OPTIONS

- A. _____ I wish to have my net pay loaded onto a payroll card. Sign form acknowledging fees and receipt of card use/instruction package.
- B. _____ I wish to sign up for automatic Direct Deposit. **(Requires banking information.)**
- C. _____ I wish to make a change to my banking information.
- D. _____ I wish to cancel Pay Card or Direct Deposit.

If you wish to utilize Direct Deposit, provide us with your bank and account information below. When we receive the completed form, it takes approximately five business days to process your direct deposit. This process is called a Pre-Note. Once your account is active, the funds will be available at your individual bank on Friday, each pay day.

PERSONAL BANKING INFORMATION FOR DIRECT DEPOSIT

Bank Name _____

Bank Routing Number _____

Bank Account Number _____

Name on Bank Account _____ Checking Savings
(Check one only)

EMPLOYEE INFORMATION

PRINT YOUR NAME _____ SOCIAL SECURITY # _____

SIGN YOUR NAME _____ DATE _____

YOUR ADDRESS _____

CITY, STATE, ZIP CODE _____

PLEASE NOTE: IN THE EVENT OF TERMINATION, PAY CARD/DIRECT DEPOSIT WILL BE STOPPED. IF PAY IS OWED, THE EMPLOYEE WILL RECEIVE A CHECK MAILED TO HOME ADDRESS ON FILE.

FOR OFFICE USE ONLY

EMPLOYEE CODE _____

CARD NUMBER _____

ENTER IN GREAT PLAINS _____

PRENOTE ACTIVE/ENTER IN MASTER _____

REVISIONS

DATE AND INFORMATION: