

Take Advantage of Direct Deposit Today

Now you can have your payroll check deposited into your account without ever having to go to your bank. We can arrange it for you through our direct deposit program. Your paycheck is credited to your account on payday and you will receive a direct deposit statement by mail.

Terms and Conditions

If you choose to sign up for direct deposit you will need to meet the following criteria:

- You are responsible for **notifying** Snelling of any changes to your checking account, i.e. account closing, change of banks, etc. Should any changes occur, it is required that you complete a new direct deposit form. If Snelling is not notified and a problem occurs, you will receive a hard check within 5-7 business days following notification of change.
- After any period of time that you are not actively employed with Snelling, you are responsible for **updating** or confirming your direct deposit information upon returning to our employment. Your direct deposit information remains active in our files until we have received written notification of any changes. If Snelling is not notified and a problem occurs, you will receive a hard check within 5-7 business days from notification.
- If your time slip is faxed, the original **signed** time slip **must** be in the Snelling office no later than noon on Wednesday of that pay week. If the original is not received you will receive a hard check for that week.
- Please allow up to 2 weeks from the time you submit a completed direct deposit form the time your direct deposit takes affect.

If the above criteria are not met, you will no longer be eligible for direct deposit.

If you are in agreement with the above, please fill in your information below and **attach a voided check.** If you are listing an account which does not have checks, you must provide pre-printed documentation from the bank verifying the routing and account number. Per banks' instructions, deposit slips are not acceptable.

Name	Social Security No.
Address	Snelling Location (City)
Bank's Name	City where I Bank
1. Bank Routing Number (First grouping of numbers printed on the bottom of your check; 8 or 9 numbers)	
1. Checking Account Number	
2. Bank Routing Number (First grouping of numbers printed on the bottom of your check; 8 or 9 numbers)	
2. Checking Account Number	

I agree to the above terms and conditions and authorize credit entries and any adjustments to be made to my account.

Date	Signature
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