

ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT AUTHORIZATION

CLIENT #: N7720

CLIENT NAME: _____

PLEASE READ INSTRUCTIONS ON BACK

SOCIAL SECURITY NUMBER										

PRINT LAST NAME AND INITIALS									

EMPL. NO.			

ACTION CODE	DISTR CODE	BANK RTE NO.	BANK ACCOUNT NUMBER	INDICATE S=Savings C=Checking P=Paycard	DISTR AMT	BANK NAME
				S C		
				S C P		
				S C P		
				S C P		
				S C P		

For each line entry, attach a VOIDED CHECK HERE, or other document showing your BANK (TRANSIT) ROUTING NUMBER and BANK ACCOUNT NUMBER. Deposit slips are not acceptable)

CANCELLATION OF EFT TRANSACTIONS	
<input type="checkbox"/> CHECK THIS BOX TO CANCEL ALL EFT TRANSACTIONS	
SIGNATURE _____	DATE _____

ENROLLMENT AUTHORIZATION

Please enroll me in the Direct Deposit Program.
I authorize the Company to make payments of my net pay by initiating credit entries or correcting entries to the bank accounts I've designated above.

I have had an opportunity to read and understand all of the information provided by the Company regarding this program.

I understand that this authorization will continue in force unless discontinued by my written request, and it is also my responsibility to maintain the designated account as open to prevent rejected or returned entries.

SIGNATURE _____ DATE _____

INSTRUCTIONS
ELECTRONIC FUNDS TRANSFER (EFT)
ENROLLMENT AUTHORIZATION
PLEASE PRINT THE INFORMATION REQUIRED

ACTION CODE: Enter 'A' to ADD a new account. First time authorizations will always require an 'A' entry.
 Enter 'C' to CHANGE an account. Enter only the information for the fields that you are changing.
 Enter 'H' to TEMPORARILY put on hold.
 Enter 'D' to DELETE an individual account.
NOTE: You must enter the BANK ROUTING NUMBER and BANK ACCOUNT NUMBER to be deleted. If you wish to delete all accounts, check the cancellation box.

It is recommended that you review your last authorization if you are changing or deleting accounts. Please contact your HR office if you need a copy.

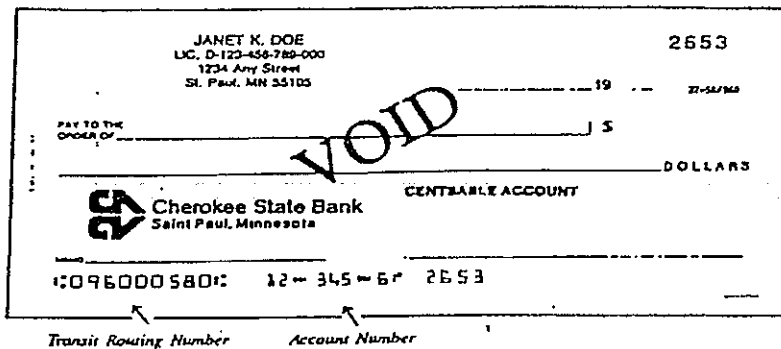
DISTRIBUTION CODE:

DD- Remaining Net Pay	D3 - Set Dollar Amount
D1 - Set Dollar Amount	D4 - Set Dollar Amount
D2 - Set Dollar Amount	D3 - Set Dollar Amount
EY - Pay Card Net Pay	FQ - Pay Card Set Dollar Amount
FV - Pay Card Set Dollar Amount	

BANK RTE NO Enter your Bank (TRANSIT) ROUTING NUMBER that you verified with your financial institution.

BANK ACCOUNT NUMBER Enter your BANK ACCOUNT NUMBER / PAY CARD NUMBER that you verified with your financial institution.

NOTE: BANK (TRANSIT) ROUTING NUMBER appears between these symbols - |: |: and is followed by your BANK ACCOUNT NUMBER. Ignore any spaces in your BANK ACCOUNT NUMBER.



SAV Circle 'S' for savings account.
CHK IND Circle 'C' for checking or other accounts.
 Circle "P" for Pay Card
 (Money Market is considered a checking Acct if the account can be drawn against).

DISTR Enter a dollar amount for every Distribution code (Net Pay-Leave blank)
AMT
BANK NAME Enter your bank name.

CANCELLATION OF EFT TRANSACTIONS Check this box to cancel EFT transactions and sign it.

ENROLLMENT AUTHORIZATION Complete entire section, and sign it. Failure to do so will delay your enrollment process.