

AUTHORIZATION FOR DIRECT DEPOSIT & ELECTRONIC PAY STATEMENTS

EMPLOYEE INFORMATION

Company:			
Employee Name:	Last	First	MI

IMPORTANT:
Please attach a voided check for direct deposit into a checking account and/or a deposit slip for direct deposit into a savings account. It normally takes **thirty (30) days** for the paperwork to be processed through your bank before your direct deposit takes effect; until that time, you will receive paper paychecks. Attaching a voided check may expedite this process. Funds are available on your regular pay date.

BEGIN DIRECT DEPOSIT / UPDATE EXISTING DIRECT DEPOSIT

1 - My Financial Institution:	Select Account Type: Savings Checking	Select Amount To Deposit: Full Check Amount Portion of Check Amount: \$
Bank Transit / Routing Number:	Account Number:	
2 - My Financial Institution (Optional):	Select Account Type: Savings Checking	Select Amount To Deposit: Full Check Amount Portion of Check Amount: \$
Bank Transit / Routing Number:	Account Number:	
3 - My Financial Institution (Optional):	Select Account Type: Savings Checking	Select Amount To Deposit: Full Check Amount Portion of Check Amount: \$
Bank Transit / Routing Number:	Account Number:	

CANCEL MY EXISTING DIRECT DEPOSIT

Cancel All My Current Direct Deposit Accounts
Cancel Only Specific Direct Deposit Accounts (List Account Numbers Below):

ADDITIONAL REQUIRED INFORMATION

ELECTRONIC PAY STATEMENT INFORMATION:
By selecting electronic pay statements, you are agreeing to receive your direct deposit advice (pay statement) electronically via employee self service. You may conveniently print out your own copy of your direct deposit advice in the employee self service.

I would like to receive (Please select one):

Electronic Pay Statements Only (Paperless)

 OR

 Paper Copies

I authorize ProService and the financial Institution(s) listed above to make direct deposits and, if necessary, make adjusting entrie to correct errors in deposits to my account(s) indicated above. I understand that either the Company or I can terminate this arrangement with advanced written notice if received in sufficient time and in a manner to allow a reasonable opportunity to act on it.

Signature: _____ Date: _____

Authorization for Direct Deposit Form Instructions:

- 1) Fill in your first and last name
- 2) Fill in the name of your bank under “My Financial Institution”
- 3) Write your bank’s routing number under “Bank Transit/Routing Number”
 - a. This is a nine-digit number.
- 4) Write your account number under “account number”
 - a. Account numbers can vary in the number of digits they have. It’s best to check your bank statement, call your bank, or **attach a voided check if you are unsure of your routing or account number.**
- 5) Select if the account information you provided is a checking account or savings account under “Select Account Type”
- 6) Select how much of each check you would like to be deposited into your account under “Select Amount to Deposit”
 - a. If you would like your entire check to go into the account listed, please select “Full Check amount”
 - b. If you would like a portion of your check to go into the account listed, please select “Portion of Check Amount” and indicate the amount next to the \$ symbol. This can be either a dollar amount (ex. \$500.00) or a percentage (ex. 50%).
- 7) If you would like to split your check across multiple accounts, please repeat the steps above for every account you would like to add.
- 8) Select if you would like electronic or paper statements. Please note that all employees have access to their pay stubs online through their ProService Online Web Portal. In an effort to conserve paper, **we highly encourage employees to select the “Electronic Pay Statements Only (Paperless)” option.**
- 9) Sign and date the bottom of the form
- 10) Fax the completed form to 888-783-8333 or email them to your respective service team.

Please note that it normally takes up to 30 days for new accounts to become active. **Please attach a voided check to expedite this process.** For any questions please call 808-394-3111.

Where to find your bank information on a voided check:

The diagram shows a check with the following fields and markings:

- Your Name** and **Your Address** at the top left.
- 123** at the top right.
- Date** with a line for writing the date.
- PAY TO THE ORDER OF** with a line for the payee's name.
- \$** followed by a box for the amount.
- DOLLARS** at the bottom right of the amount box.
- Your Bank** and **For** with lines for writing the bank name and purpose.
- 012345678** (ABA/Routing Number) with an arrow pointing to it.
- 1001001234** (Account Number) with an arrow pointing to it.
- 0123** (Check Number) with an arrow pointing to it.
- Labels **ABA/Routing Number**, **Account Number**, and **Check Number** at the bottom with arrows pointing to their respective numbers.