

PLEASE READ THOROUGHLY!!

RE: DIRECT DEPOSIT

Enclosed is Direct Deposit Sign-up form that you need to complete with your Bank information. Please fill it out if you are interested in setting up direct deposit and return ASAP.

Direct Deposit is a great convenience for most employees and are pleased to be able to offer it to you. Bank electronic transfers can take up to 72 hours. Most Banks can complete the transfers by Friday, however some smaller institutions such as credit unions may require the full 72 hours and your funds may not be in your account until Monday. In order to ensure your paycheck is credited to your account by Friday, we must process our payroll on Wednesday. Therefore we will need to receive timesheets **before 11:00 AM on payroll Wednesdays (See Payroll Calendar)**. We will not transmit payroll for anyone who is signed up for direct deposit unless we have the signed timesheets. If we do not have your signed timesheets by 11:00 AM you will receive a check instead of Direct Deposit.

After receiving your bank information it will be entered into the payroll system. Our payroll service, Union Bank Business Online Payroll, will then begin a prenote period, typically 10 days, which allows the bank(s) to insure the accuracy of employee account number(s). **The first pay period after the prenote is complete will be the first direct deposit payroll.**

If interested in signing up for direct deposit, please complete and return the enclosed form and a signed copy of this notice. **YOUR DIRECT DEPOSIT WILL BE DELAYED IF YOU HAVE NOT SENT IN BOTH THE BANK INFORMATION AND THIS SIGNED LETTER.**

By signing below I acknowledge that I understand and will comply with the above stated terms.

Signature_____

Date_____