

Downing Trucking, Inc.

Please Answer the following question: Circle One

**YES - I would like to enroll in Direct Deposit
(If yes, sign here and continue to Section A)**

**NO - I would like to be issued a hard copy check every week (Checks will be mailed on Friday)
(If no, please sign here and return back to office)**

Employee Signature

Date

“Section A”

DIRECT DEPOSIT AUTHORIZATION

In order to enroll you in direct deposit we must have all of the following information:

Your Full Name: _____

Your Address: _____

Your City, State & Zip Code: _____

| Bank Name | Phone Number | Routing Number | Account Number | Checking/ Savings |
|-----------|--------------|----------------|----------------|----------------------|
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*** Checking: -Attach a blank check, or a copy of a check marked “void”.

*** Savings: -Attach a deposit slip (or copy) if check is not available

Note:

- 1) Call your bank to ask them the routing (ABA) number since it is sometimes not the same as the bank number shown on the check or deposit slip. This is particularly important for savings accounts.
- 2) It will normally take three (3) payroll cycles after we receive your authorization before your pay will be deposited directly into your bank account. This is called “pre-notification”. It can take longer if you have not provided us the correct routing number.
- 3) We will issue you a check on your regular pay day until your pre-notification has cycled through three pay periods and there have been no returns.
- 4) We do not guarantee timely deposit at Credit Unions since their procedures differ from normal banking procedures.
- 5) Fee- One per pay period/One per week Free. There is a \$1 charge to employees (payroll deducted) for each additional direct deposit requested.

Authorization:

I authorize Downing Trucking, Inc. to deposit my paychecks and any other monies due me into the account(s) noted above, and I understand that this authorization will remain in effect until canceled by me in writing.

Employee Signature

Date