

PAYROLL DIRECT DEPOSIT AUTHORIZATION

Important: See reverse for information and instructions.

Department No.	Social Security No.	Employee Name (Please Print)	
Company Code	Facility Name	Type of Authorization	<input type="checkbox"/> NEW <input type="checkbox"/> CHANGE

I hereby authorize Triad RC, LLC, hereinafter called COMPANY, to initiate credit entries, and, if necessary, debit entries and adjustments for any erroneous credit entries, to my account(s) indicated below, and the financial institutions(s) named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account(s). I have attached proof of the account(s) I want credited.

You must notify the payroll department immediately if you change bank institutions, bank account number(s), or type of accounts. It takes one payroll run to process the pre-notification in order for your direct deposit to go live. You will receive a live check instead of a direct deposit for the payroll run the changes are made. Your direct deposit will resume the following payroll run if no errors are found in the pre-notification process.

NET PAY DEPOSIT

(1 or 3) I wish to have my **net pay** deposited into the account below.

Depository Name	Branch	Phone Number	Account Type
Depository Address		Transit/ABA Number (See reverse)	<input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
		Account Number	

-OR-

PARTIAL DEPOSIT-CHECKING

(5) I wish to have \$ _____ directly deposited into the **checking** account below.

Depository Name	Branch	Phone Number
Depository Address		Account Number
		Transit/ABA Number (See reverse)

PARTIAL DEPOSIT-SAVINGS

(2) I wish to have \$ _____ directly deposited into the **savings** account below.

Depository Name	Branch	Phone Number
Depository Address		Account Number
		Transit/ABA Number (See reverse)

(4) I wish to have \$ _____ directly deposited into the **savings** account below.

Depository Name	Branch	Phone Number
Depository Address		Account Number
		Transit/ABA Number (See reverse)

This authorization is to remain effective until the COMPANY and DEPOSITORY have received **written notification** from me of its termination in such a manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Employee Signature	Date
--------------------	------

EXPLANATION OF EMPLOYEE PAYROLL DIRECT DEPOSIT

Your net pay may be deposited directly into a checking or savings account **OR** portions of your pay may be deposited into one other checking account or two more savings accounts. Deposits can be made at any financial institution capable of NACH (National Automated Clearing House) transactions. Your written authorization and verification of your account number(s) is required.

Complete the reverse side of this form to initiate direct deposit. Retain a copy for your records. Send your Payroll Department the original, along with a voided check for checking account(s) or a deposit slip for savings account(s) (for deposit slips, contact your financial institution for transit/routing number), for each account to be credited. If checks or deposit slips are not used with your particular type of account(s), attach confirmation from the financial institution of the transit/ABA and account numbers.

Example of the numbers at the bottom of your check/deposit slip and what they mean

⑈083901650⑈ ← Transit/ABA Number →	3095598773⑈ ← Account Number →	0247 ← Check Number →
---------------------------------------	-----------------------------------	--------------------------

Direct deposit of your pay will not begin until a test of the funds transfer is conducted. You will continue to receive a paycheck until the first pay date after completion of a successful test.

HOW NET PAY DIRECT DEPOSIT WORKS

On payday (every other Friday), instead of receiving an actual paycheck, you will receive a printed earnings and deductions statement listing the information found on a check stub (gross pay, total deductions, and the net pay deposited in your account).

Your **total** net pay will be deposited automatically in **one** account at the financial institution of your choice, and will be available immediately on payday.

HOW PARTIAL DIRECT DEPOSIT WORKS

Partial Deposits Totaling Less Than 100% of Your Pay

Portions of your pay are deposited in one of more (up to 3) accounts with the remainder issued to you by check. The paycheck stub will indicate the amounts which have been deducted from your pay and automatically deposited into your account(s).

Partial Deposits Totaling 100% of Your Pay

100% of your pay is deposited into multiple accounts, with one or more accounts (up to 3) receiving specified amounts and another account receiving the remainder.

The **specified** amount(s) and the account(s) into which they are to be deposited must be indicated in the 'Partial Deposit-Checking' and/or Partial Deposit-Savings' sections (up to 3 accounts (1 checking, 2 savings) may be selected). **The 'Net Pay Deposit' section must be completed for the checking or savings account which is to receive the remainder of your pay.**

Example of Partial Direct Deposit for total pay of \$1,000 being deposited into **maximum** number of accounts:

NET PAY DEPOSIT	<p><input checked="" type="checkbox"/> (1 or 3) I wish to have my net pay deposited into the account below.</p> <table border="1"> <tr> <td>Depository Name BANK GHI</td> <td>Branch WEST</td> <td>Phone Number 555-5555</td> <td>Account Type <input type="checkbox"/> CHECKING <input checked="" type="checkbox"/> SAVINGS</td> </tr> <tr> <td>Depository Address ANYWHERE, USA</td> <td>Transit/ABA Number (See reverse) 018192021</td> <td colspan="2">Account Number 0111122223</td> </tr> </table>	Depository Name BANK GHI	Branch WEST	Phone Number 555-5555	Account Type <input type="checkbox"/> CHECKING <input checked="" type="checkbox"/> SAVINGS	Depository Address ANYWHERE, USA	Transit/ABA Number (See reverse) 018192021	Account Number 0111122223		← \$550.00 will be deposited into this savings account
Depository Name BANK GHI	Branch WEST	Phone Number 555-5555	Account Type <input type="checkbox"/> CHECKING <input checked="" type="checkbox"/> SAVINGS							
Depository Address ANYWHERE, USA	Transit/ABA Number (See reverse) 018192021	Account Number 0111122223								
-OR-										
PARTIAL DEPOSIT-CHECKING	<p><input checked="" type="checkbox"/> (3) I wish to have \$ <u>250.00</u> directly deposited into the checking account below.</p> <table border="1"> <tr> <td>Depository Name BANK ABC</td> <td>Branch NORTH</td> <td>Phone Number 555-1111</td> <td>Account Number 0123456789</td> </tr> <tr> <td>Depository Address ANYWHERE, USA</td> <td>Transit/ABA Number (See reverse) 012345678</td> <td colspan="2"></td> </tr> </table>	Depository Name BANK ABC	Branch NORTH	Phone Number 555-1111	Account Number 0123456789	Depository Address ANYWHERE, USA	Transit/ABA Number (See reverse) 012345678			NOTE: If you elect a partial deduction which exceeds the amount of your pay, nothing will be withheld.
Depository Name BANK ABC	Branch NORTH	Phone Number 555-1111	Account Number 0123456789							
Depository Address ANYWHERE, USA	Transit/ABA Number (See reverse) 012345678									
PARTIAL DEPOSIT-SAVINGS	<p><input checked="" type="checkbox"/> (2) I wish to have \$ <u>100.00</u> directly deposited into the savings account below.</p> <table border="1"> <tr> <td>Depository Name BANK ABC</td> <td>Branch NORTH</td> <td>Phone Number 555-1111</td> <td>Account Number 9876543210</td> </tr> <tr> <td>Depository Address ANYWHERE, USA</td> <td>Transit/ABA Number (See reverse) 012345678</td> <td colspan="2"></td> </tr> </table>	Depository Name BANK ABC	Branch NORTH	Phone Number 555-1111	Account Number 9876543210	Depository Address ANYWHERE, USA	Transit/ABA Number (See reverse) 012345678			
Depository Name BANK ABC	Branch NORTH	Phone Number 555-1111	Account Number 9876543210							
Depository Address ANYWHERE, USA	Transit/ABA Number (See reverse) 012345678									
PARTIAL DEPOSIT-SAVINGS	<p><input checked="" type="checkbox"/> (5) I wish to have \$ <u>100.00</u> directly deposited into the savings account below.</p> <table border="1"> <tr> <td>Depository Name BANK DEF</td> <td>Branch EAST</td> <td>Phone Number 555-3333</td> <td>Account Number 0111222333</td> </tr> <tr> <td>Depository Address ANYWHERE, USA</td> <td>Transit/ABA Number (See reverse) 014151617</td> <td colspan="2"></td> </tr> </table>	Depository Name BANK DEF	Branch EAST	Phone Number 555-3333	Account Number 0111222333	Depository Address ANYWHERE, USA	Transit/ABA Number (See reverse) 014151617			
Depository Name BANK DEF	Branch EAST	Phone Number 555-3333	Account Number 0111222333							
Depository Address ANYWHERE, USA	Transit/ABA Number (See reverse) 014151617									

You will receive a printed earnings and deductions statement instead of a paycheck.

ADVANTAGES OF DIRECT DEPOSIT

- **Safety** *If your net pay is deposited, there is no actual check to be lost, stolen or cashed illegally.*
- **Convenience** *There is no need to go to a financial institution to deposit funds.*
- **Dependability** *If you are traveling, sick, or on vacation, your pay will be deposited automatically.*
- **Cost** *The service is provided free of charge to the employee.*
- **Flexibility** *Your financial institution(s) and account designation(s) may be changed at any time by completing another authorization form.*