

# **Direct Deposit Payroll Program:**

## **What Is Direct Deposit?**

Direct deposit is a safe and secure way to have your money deposited directly into your checking or savings account. So instead of taking the time to cash a check yourself, the money will automatically be deposited into your account on an agreed upon date. It's that simple.

## **Why Use Direct Deposit?**

Direct deposit offers you many advantages over checks, including:

**Security:** With direct deposit, you don't have to worry about lost, stolen and misplaced checks.

**Reliability:** You no longer need to wait for your check to arrive in the mail. You can have peace of mind knowing your money will always be in your account on time.

**Flexibility:** Direct deposit is most often used to deposit money into a checking or savings account. If you decide to switch accounts or change financial institutions, it's easy to change your direct deposit arrangements - simply fill out a form and provide your written authorization.

Complete the inside of this form and return it to the NSSEO administration. Current Employees return to Ken Hill. New Hires return to Kim Cowles.

Use this form to start or make changes to your direct deposit account.

If you close your account, receive a new account number or change your financial institution, please notify Cyd in Payroll as soon as possible.



# **DIRECT DEPOSIT PAYROLL**

NSSEO has a Direct Deposit Payroll program for our employees.

This program utilizes electronic funds transfer to provide you with a timely, accurate, and convenient method for depositing your funds.

With automated deposit, you can eliminate the hassles of mail delays and late deposits.

Employees choosing the Direct Deposit Payroll plan ensure the necessary funds are available for use.

Your deposits are made directly to your account, eliminate time-consuming mail delays, waiting in line at the bank, and waiting for funds availability.

Direct Deposit Payroll plan gives you the reliability and safety advantages of knowing your funds are deposited on payday.

On those snow days when NSSEO is closed and it is a payday, your money will be in your account and you will not have to wait until NSSEO reopens to receive your payment.

Attach your voided check or a copy of a check, for checking accounts, or for a savings account a form from the bank indicating the account number and routing number, here.

You will receive a letter with your first direct deposit payment notifying you that your direct deposit has begun. All payments made to you from then on will be made via direct deposit. When your direct deposit begins you will receive a voided "check" statement, which is for your information only. This voided "check" statement will be sent for each direct deposit payment you receive.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Phone No. \_\_\_\_\_

Account Type \_\_\_\_\_

Account Number \_\_\_\_\_

Routing No. \_\_\_\_\_

## AUTHORIZATION FOR DIRECT DEPOSIT PAYROLL

I (we) authorize NSSEO, hereinafter called "Company" to initiate credit entries to my (our) checking or savings account as indicated and the institution named, hereinafter called "Institution", to deposit to the same such account.

I (we) further authorize "Company" to initiate debits to my (our) account to correct any errors, and "Institution" to initiate any such corrections to my (our) account. This authority is to remain in full force and effect until "Company" and "Institution" has received written notification from me (or either of us) of its termination in such time and in such manner as to afford "Company" and "Institution" a reasonable opportunity to act on it prior to depositing to the account.

I elect to use this payment option. I have enclosed a voided check or my savings account information from my bank. I understand that if I am a 10-month employee being paid over 24 pays for the year I will not be able to get my summer payments spread throughout the summer months.