

DIRECT DEPOSIT

You can have your paycheck automatically deposited in your checking **or** savings **or** both accounts on payday.

Direct Deposit will help you in many ways.

- Save time depositing your check--no waiting in long lines on payday.
- Eliminate the possibility of lost, stolen, or forged checks.
- Deposit your money faster--reducing the possibility of overdrafts.
- Deposit your money, even if you're on vacation, sick, or away.

Here's how Direct Deposit works:

On payday you'll receive an earnings statement, via email, (voided check) which shows gross pay, taxes, other deductions, and net pay. Your money will be deposited in your account. The Amount of the deposit will appear on your bank statement. To take advantage of this service, please complete the attached authorization form and return it to the Payroll Department. ***If you do not include a voided check there will be a one week waiting period in which routing and account numbers are verified.*** If the information is correct, your next check will be deposited on the following pay period.

The authorization form below gives Riverside Contracting and your financial institution the authority to deposit your pay to your account. Mark the account-type box to indicate whether your pay should be deposited to your check or savings or both. (If both, indicate % or flat amount to each account)

1. Fill in your name, name and location of your financial institution, and the date.
2. **Attach a voided check (not deposit slip)** for verification of all financial institution information.
3. **Be sure to sign the form!**

EMPLOYEE'S AUTHORIZATION – Please fill out and return to the Payroll Department.

I authorize my employer, Riverside Contracting, Inc., and the financial institution below, to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries which were incompletely funded by my employer or for any credit entries otherwise in error to my checking and/or savings account each payday. ***This authority will remain in effect, until I cancel it in writing.***

FINANCIAL INSTITUTION

NAME (PLEASE PRINT)

BRANCH

SIGNATURE

CITY, STATE

DATE

Checking

Amount _____

TRANSIT/ROUTING NUMBER

ACCOUNT NUMBER AT FINANCIAL INSTITUTION

Savings

Amount _____

TRANSIT/ROUTING NUMBER

ACCOUNT NUMBER AT FINANCIAL INSTITUTION

Email Address: _____

If you take advantage of Direct Deposit you must provide Riverside Contracting with a functional email address; you cannot use direct deposit without an email address.