RIVERSIDE CONTRACTING, INC.
https://riversidecontracting.formstack.com/forms/dd
(406) 721-9267

DIRECT DEPOSIT

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

Here's how Direct Deposit works:
On payday you'll receive an earnings statement, via email, 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 authorization form below 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 checking or savings or both (If both, indicate % or flat amount to each account).

- ☐ Fill in your name, name and location of your financial institution, and the date.
- ☐ **ATTACH A VOIDED CHECK** (not deposit slip) for verification of all financial institution information.
- ☐ Be sure to sign the form!

EMPLOYEE'S AUTHORIZATION – Return completed form to 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)

_____ _____
City, State Signature Date

☐ Checking Amount/Percent _____

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ROUTING NUMBER ACCOUNT NUMBER

☐ Savings Amount/Percent _____

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ROUTING NUMBER ACCOUNT NUMBER

Email Address: _____

If you use the direct deposit option you must provide Riverside Contracting with a functional email address; you cannot use direct deposit without an email address. Please be sure to keep your direct deposit email notice as these are the only check stub you will receive. We do not print check stubs because they are directly emailed to you.

SCAN QR CODE TO SUBMIT VERIFICATION OF YOUR ACCOUNT INFORMATION TO RIVERSIDE CONTRACTING.