

## Employee Receipt of Pay Selection Form

You have multiple options to receive your pay, as listed below. Please review them and make your selection by initialing your choice and signing below.

<input type="checkbox"/>	<b>DIRECT DEPOSIT</b> <b>I select direct deposit for disbursement of my pay.</b> <i>Attach a voided check for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.</i>  I hereby authorize my employer ("Company") to initiate deposits of my net pay into the account at the financial institution(s) as indicated below ("Financial Institution(s)") and further authorize Financial Institution to credit the account indicated with the deposits. If funds to which I am not entitled are deposited to my account, I authorize debits from my account and the return of such funds. This authority is to remain in effect until Company or Financial Institution has received notification from me of termination of such authorization in such time and such manner as to afford Company and Financial Institution a reasonable opportunity to act on those instructions or until Company or Financial Institution cancels the direct deposit arrangement.  <b>Account Information:</b> The last item must be for the remaining amount owed to you. To distribute to more accounts, please complete another form. Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck. If you require more than two accounts, use additional form.  1. Bank Name/City/State: _____ Routing/Transit #: _____ Account Number: _____ ___ Checking ___ Savings ___ Other I wish to deposit: \$ _____ or ___ Entire Net Amount 2. Bank Name/City/State: _____ Routing/Transit #: _____ Account Number: _____ ___ Checking ___ Savings ___ Other I wish to deposit: \$ _____ or ___ Entire Net Amount
<input type="checkbox"/>	<b>ADP TOTALPAY CARD AND MONEY NETWORK CHECK SERVICE</b> <b>I select to use either of the following options:</b>  <b>Money Network Check.</b> The Money Network Check ("Check") is a paycheck that I can easily complete on or after each payday morning wherever I am, eliminating the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed. The Check can be deposited into my personal bank account or cashed for free at Money Network check-cashing partners. There is no fee for using Money Network Checks.  <b>ADP TotalPay Payroll Debit Card.</b> The ADP TotalPay Payroll Debit Card ("Card") provides a dependable, safe, optional, and convenient way to receive and access my pay on and after each payday morning with the following features: (i) eliminates the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed; (ii) immediate, worldwide access wherever the [Card Brand] is accepted for ATM cash withdrawals, bank-branch withdrawals, and store purchases (including "cash back"); (iii) money transfers to a personal or joint checking account; and (iv) free balance inquiries by phone. I am automatically eligible for the Card and there is no application or approval process. There is no monthly service charge for the Card as long as I am employed by [Company Name]. Many Card transactions are free, but there are fees for other transactions, and Money Network Checks can be used to access funds free of charge. All of the transaction fees are listed in the Welcome Kit.

I authorize [Employer Name] to disburse my pay by direct deposit or ADP TotalPay Card and Money Network Check Service ("Service") according to the selection I initialed above. If I don't make a selection by my first payroll, I agree that my pay will be disbursed in a regular check. I understand that I can change my pay selection at any time in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed