



IMPORTANT INFORMATION ABOUT DIRECT DEPOSIT - PLEASE READ

IF YOU **EVER** WORKED FOR PLANETECHS IN THE PAST AND WERE SET UP WITH DIRECT DEPOSIT, THAT DIRECT DEPOSIT ACCOUNT INFORMATION IS STILL ACTIVE IN OUR PAYROLL SYSTEM. PLEASE CHECK WITH THE PLANETECHS PAYROLL DEPARTMENT TO VERIFY THE ACCOUNT INFORMATION IN OUR PAYROLL SYSTEM IS CURRENT PRIOR TO YOUR FIRST PAY CHECK DATE. IF THE BANK ACCOUNT INFORMATION WE HAVE ON FILE IS NO LONGER VALID AND YOU NO LONGER WISH TO HAVE DIRECT DEPOSIT, PLEASE COMPLETE THIS FORM AND FAX IT TO THE PLANETECHS PAYROLL DEPARTMENT AT THE NUMBER LISTED BELOW.

I WISH TO CANCEL DIRECT DEPOSIT (If multiple accounts, please indicate which account you would like to cancel)

BANK NAME(S) _____

ACCOUNT NUMBER(S) _____

Employee Name

Employee Signature

- - -
Social Security #

Date

**PLEASE FAX THE COMPLETED FORM TO
PAYROLL AT 630.990.8832**

PLEASE NOTE

DIRECT DEPOSIT CANCELLATION FORMS RECEIVED AFTER MONDAY CAN
NOT BE PROCESSED FOR THE CURRENT WEEK'S PAYROLL.