



# DIRECT DEPOSIT CHANGE FORM

---

YES, I elect to participate in direct deposit. Attached is a voided check indicating the account in which I would like my pay deposited. I understand that my payroll check stub information will be available online or by calling a toll-free telephone number 24 hours a day and I will no longer receive paper pay stub information. **Fill out Form # 1 Only**

YES, I elect to participate in direct deposit but do not have a bank account and would like to sign up for a Skylight Debit Card Account. I understand that my payroll check stub information will be available online or by calling a toll-free telephone number 24 hours a day and I will no longer receive paper pay stub information. **Fill Out Form # 2 Only**

NO, I elect **not** to participate in direct deposit. My check will be available for pick up Fridays between 6:30am and 5:00pm. Paychecks will be held for one week and then mailed to your address of record. If the check is lost in the mail, you may request another pay check be written, however a stop payment fee of \$29 will be deducted from the requested check.

---

Employee Name (Print)

---

Signature

---

Social Security Number

---

Hire Dynamics Location/Branch