



Payroll and Expense Reimbursement Direct Deposit Authorization Form

Staple Here

New Authorization Change in Authorization

Type of Deposit (choose one):

- Net Check
 Flat Amount \$ _____

Type of Account (choose one):

- Checking Account
 Savings Account

Information about your financial institution:

Institution Name: _____

Address: _____

City/State/Zip: _____

Institution you are changing from: _____

(applies to change in authorization only)

Information about you:

Name: _____

Social Security Number: _____

Office Location: _____

Phone Number: (daytime) _____ (evening) _____

I authorize Heartland AEA and the financial institution named above to automatically deposit my net pay or flat dollar amount to my account and I understand that expense reimbursements will be deposited to my net payroll account (this includes my authorization for Heartland AEA to correct any entries made in error). This authority will remain in effect until I give written notice to cancel it.

Signature: _____ Date: _____

Do not write in this box.

Prenote Date: _____

Effective Date: _____

Payroll: _____

Staple voided check horizontally at the top (front) of this sheet. Not valid without a voided check (for a checking account) or something preprinted with account number from your bank (for a savings account). Deposit slips are not accepted. Return to the payroll department in the business office.

Staff Personnel
Series 800

Administrative Rules and Regulations

Code No. RR803.7

Heartland employees have available the option of having their payroll check deposited electronically. All employees hired before July 1, 2006 will have the option to choose whether they want the check electronically deposited. After July 1, 2006, new employees will be required within a month from the first day of employment to have the check deposited electronically unless one of the following exceptions is met:

- a. the needs of Heartland are better met by having a paper check issued to the employee.
- b. the employee is considered temporary and it would be more efficient to pay the employee with a paper check.
- c. the employee files an exception with payroll to the requirement explaining why electronic deposit is not desirable/preferred.
- d. the employee is in the process of opening an account.