



Direct Deposit Authorization Form



EMPLOYEE INFORMATION				
EMPLOYEE ID	SSN		FIRST NAME	LAST NAME

ACCOUNT INFORMATION (In priority order)

BALANCE	Action	Name of Financial Institution							
	<input type="checkbox"/> Add	Routing / Transit Number							
	<input type="checkbox"/> Change	Account Number							
	<input type="checkbox"/> Delete	Account Type	<input type="checkbox"/> Checking (Attach a voided check) <input type="checkbox"/> Savings (Attach bank documentation)						
	<input type="checkbox"/> USE THIS ACCOUNT FOR EXPENSES								

1	Action	Name of Financial Institution							
	<input type="checkbox"/> Add	Routing / Transit Number							
	<input type="checkbox"/> Change	Account Number							
	<input type="checkbox"/> Delete	Account Type	<input type="checkbox"/> Checking (Attach a voided check) <input type="checkbox"/> Savings (Attach bank documentation)						
	Total Deposit Amount		\$						

2	Action	Name of Financial Institution							
	<input type="checkbox"/> Add	Routing / Transit Number							
	<input type="checkbox"/> Change	Account Number							
	<input type="checkbox"/> Delete	Account Type	<input type="checkbox"/> Checking (Attach a voided check) <input type="checkbox"/> Savings (Attach bank documentation)						
	Total Deposit Amount		\$						

PAY CARD (Payroll only)	Action	Name of Financial Institution	Meta Bank PAY CARD ONLY								
	<input type="checkbox"/> Add	Routing / Transit Number	0	8	4	0	0	3	9	9	7
	<input type="checkbox"/> Change	Account Number									
	<input type="checkbox"/> Delete	Account Type	PAY CARD								
	Total Deposit Amount		\$								

EXPENSE ACCOUNT	Action	Name of Financial Institution							
	<input type="checkbox"/> Add	Routing / Transit Number							
	<input type="checkbox"/> Change	Account Number							
	<input type="checkbox"/> Delete	Account Type	<input type="checkbox"/> Checking (Attach a voided check) <input type="checkbox"/> Savings (Attach bank documentation)						

STOP ALL PAYROLL AND EXPENSE DIRECT DEPOSITS

I _____, [Printed Name], waive Direct Deposit and/or JBS Pay Card. I elect to have my check mailed to my home address. I have verified my address with the H.R. Department. I understand that my check may not arrive at the address given until Monday or Tuesday after pay day on Friday. I also understand it may take up to 3 weeks to replace a lost check.

Signature: _____

EMPLOYEE APPROVAL

I hereby authorize JBS to initiate credit entries for regular payroll and expense payments in accounts as indicated, and to initiate, if necessary, debit entries and adjustments needed to correct any credit/debit errors to those accounts, and also authorize the receiving Financial Institution to credit and/or debit the same to such accounts.

This authority is to remain in full force and effect until the Company has received written notification from me of its termination in such time and in such manner as to afford the Company and receiving Financial Institution a reasonable opportunity to act on it, provided any revocation shall not affect the authority herein given to correct any credit/deposit errors made prior to receipt by the Company and the receiving Financial Institution of notice of revocation.

Any debit entry initiated by the Company and transmitted to the receiving Financial Institution would be a correction of a previously transmitted erroneous credit entry and will not be for a sum greater than the erroneous entry.

	()	
EMPLOYEE SIGNATURE	WORK PHONE	DATE
SETUP/UPDATED BY (First & Last Name)	EMPL ID	DATE

Request for Direct Deposit

Procedures:

1. Your personal bank, savings & loan or credit union must accept direct deposit through the Automated Clearing House (ACH) system. Please verify that your financial institution accepts this process before completing this form. **NOTE: Without confirmation of your institution's participation, might result in the transmission of funds being rejected, thus resulting in delays of up to 2 weeks.**
2. For your benefit the required documents to set up direct deposit are a copy of a voided check or account identification card or letter issued by the financial institution with a signature. The documents need to provide the name of the financial institution, employee name, bank routing identifier and employee account number(s) (this information needs to be typed) must be attached for a **CHECKING** account. For a **SAVINGS** account, if you have a voided check you will need to confirm with your financial institution that the routing number on the voided check is for automated clearing house (ACH) deposits prior to submitting this form. **NOTE: Will not be processed without this required documentation.**
3. When changing a direct deposit amount, make sure to include the TOTAL amount for the deposit and not just the change amount.
4. Up to 4 accounts (a combination of 3 checking or savings accounts, in addition to the net balance amount) may be identified for direct deposit for payroll. **Expenses can only have one account with 100 percent of payment being deposited.**
5. Please provide at least 2 weeks' notice when an account is changed or before it is closed. In some cases, your payroll payment is processed a full week before its actual issue date and adequate lead-time is needed to make changes.
6. For Money Market accounts, verify which type your financial institution designates it as; either a savings or checking account. Without that verification, this form cannot be used.
7. **MONEY NETWORK SERVICE – Pay Card Option PLEASE REVIEW THE MONEY NETWORK SERVICE PREPAID DISCLOSURES PROVIDED WITH THIS PAY SELECTION RECORD.**
8. Employer will pay all of my net pay, or a portion, using the Money Network Service. The Money Network Service Welcome Packet contains the Terms and Conditions that apply to the Money Network Service, the detailed fee schedule for the Money Network Service, and other important disclosures. Once I consent to those terms and contract for the Money Network Service by activating my Money Network Service account by following the instructions in the Welcome Packet, I may begin to use the Money Network Service. There is no monthly service charge for the Money Network Service as long as I am employed by Employer. As further explained in the Terms and Conditions, I can access my total net pay each pay period for free using the Money Network™ Check (“**Check**”) or optional Money Network Payroll Debit Card (“**Card**”). The Check is a check that I can complete and deposit into my personal bank account, cash for free at Money Network check-cashing partners, or use for other purposes such as paying bills. Third party check cashing services may charge transaction or other fees. Many transactions using the Card are free, but Money Network Service fees or third party fees apply to some Card transactions.