

We are pleased to be able to offer you a new payday convenience— Direct Deposit. Now you can have your paycheck automatically deposited into your checking or savings account on payday, and you don't have to change your present banking relationship to take advantage of this service.

Here's how Direct Deposit works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions and net pay. Your money will already have been deposited into your account. The amount of the deposit will appear on your bank statement. We believe you will like the added convenience of having your net pay automatically deposited for you. Direct Deposit is safe, convenient and easy. To take advantage of this service, complete the authorization form and return it to the payroll department.

Direct Deposit is one of the most confidential methods of processing a paycheck. Checks processed via a traditional payroll can pass through as many as twelve persons before reaching your account. Direct Deposit practically eliminates this problem.

The authorization form, which is provided on below, gives your company and your financial institution authority to deposit your pay to your account. Simply complete the form in order to take advantage of Direct Deposit.

All you need to do is:

1. Mark the box before type of account to indicate whether your pay will be deposited in your checking or savings account, or both.
2. Fill in your name, SSN and Employer Name.
3. Attach a voided check or deposit slip (savings account) for verification of financial institution information.



Direct Deposit Authorization

Employee Name: _____ SS#: _____

Employer Name: _____

I would like to:

- Set up a new direct deposit** to the account(s) and in the amount(s) designated below.
- Replace my existing direct deposit** from account : _____ to the account(s) and in the amount(s) designated below.

IMPORTANT! Please read before completing and submitting.

I authorize Trivantus, Inc. and my Employer listed to automatically deposit, any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Trivantus, Inc. or my Employer to my account. In the event that Trivantus, Inc. or my Employer deposits funds erroneously into my account, I authorize Trivantus, Inc. or my Employer to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Trivantus, Inc. or my Employer and Bank have received written notice from me of its termination in such time and in such manner as to afford Trivantus, Inc. or my Employer and Bank reasonable opportunity to act on it.

I authorize Trivantus, Inc. and the financial institution listed below to automatically deposit:

- My net pay to my Checking Savings account
- The following amount of my pay \$ _____ to my checking account
- The following amount of my pay \$ _____ to my savings account

You must include ONE of the following for each account indicated above:

- For checking account deposit, attach a voided personal check imprinted with your name. It is your responsibility to validate the routing number and account number on the check with your bank for electronic transmission of funds. Temporary checks will not be accepted.
- For savings account deposit, attach a voided deposit slip imprinted with your name. It is your responsibility to validate the routing number and account number on the deposit slip with your bank for electronic transmission of funds.

Note: the numbers on deposit slips are not generally the same as for electronic transmission. Failure to validate the numbers may result in the return of your funds to your employer.

Employee Signature: _____ Date: _____

Attention:

Employers must keep each original employee enrollment form on file as long as the employee is using Direct Deposit, and for two (2) years thereafter.

