# Full Service Direct Deposit<sup>SM</sup>

## Your Pay Goes into the Bank. You Don't.

Here's a new employee benefit that takes the hassle out of payday.

Full Service Direct Deposit automatically deposits your paycheck into the bank account(s) you select. Distribute your pay among multiple accounts (checking, savings, Christmas clubs, investment accounts, etc.) at different financial institutions. You won't have to stand in long check-cashing lines to deposit your pay anymore. Your pay will be in your account(s), ready for immediate use—even if you can't get to the bank.

### Full Service Direct Deposit is...

- Convenient. It deposits your net pay automatically to the bank account(s) of your choice. Full Service Direct Deposit also makes your money instantly available on payday for withdrawal or check writing—even if you aren't in the office on payday!
- Safe. Full Service Direct Deposit eliminates the chance of lost, stolen, or damaged paychecks.
- Confidential. Full Service Direct Deposit reduces handling of your personal payroll information by others.
- Reliable. Full Service Direct Deposit provides complete paystub information and deposit confirmation every payday.
- Free. All these benefits are offered to employees at no additional charge.

#### How to Enroll...

To sign up for Full Service Direct Deposit, complete the enrollment form and give it to your payroll manager. Take advantage of Full Service Direct Deposit today!



Big Thinking For Small Business ™

Take the Hassle Out of Your Payday





# Employee Direct Deposit Enrollment Form

Payroll Manager—Ple	ase complete	e this section an	d send a copy to A	DP for enrollm	ent. (P	lease print.)
Company Code:	Company	Name:			Date:	
Payroll Mgr. Name: _		Payroll Mgr. Signature:				
To enroll in Full Service for each checking account Number for your account paid correctly.  Below is a sample check	t–not a deposi t. It isn't alway	it slip. If depositings the same as the	g to a savings account number on a saving	nt, ask your bank gs deposit slip. T	to give	you the Routing/Transi help ensure that you are
Memo 12 0 1 2 3 4 5 6 7 8 1	12345		01			
Routing/Transit # (A 9-digit number alwabetween these two ma	•	Checking A	ccount #	the upper rig	ht corne	# ss the number in er of the check— r sign-up)
and to credit any credit e ously into my account, I a erroneous credit.  This authorization is of its termination in such	authorize Con s to remain in	npany to debit my full force and effe	account for an amo et until Company ar afford Company and	unt not to excee ad Bank have rec Bank reasonable	ed the or ceived v	riginal amount of the vritten notice from me cunity to act on it.
Employee Name:			So	cial Security #: <sub>-</sub>		
Employee Signature: _			Da	ite:		
Account Information The last item must be for Make sure to indicate when the sure that is a sure to indicate when the sure that is a sure that it is a sure that	the remaining that kind of a	account, along w	•		-	_
Routing/Transit #:			Account Number:			
☐ Checking ☐ S	avings [	Other	I wish to deposit:	\$	_ or	☐ Entire Net Amount
2. Bank Name/City/State	e:					
Routing/Transit #:			Account Number:			
☐ Checking ☐ S	Savings [	Other	I wish to deposit:	\$	_ or	☐ Entire Net Amount
3. Bank Name/City/State	e:					
Routing/Transit #:			Account Number:			
□ Checking □ S	avings [	Other	Lwish to denosit	¢	or	□ Entire Net Amount

## ATTENTION PAYROLL MANAGER:

Employers must keep each original employee enrollment form on file as long as the employee is using FSDD, and for two years thereafter.