DIRECT DEPOSIT

You will receive an actual check for your payroll, until direct deposit set-up is complete. Be sure to check your pay envelope each pay period to see if it contains an actual check.

You must give 48 hours notice to make changes to direct deposits or close an account. This authority is to remain in full force and effective until Landrum Professional has received written notification from you or your employer of its change, suspension or termination.

☐ **START NEW ACCOUNT** ☐ **CHANGE ACCOUNT** ☐ **ADD ADDITIONAL ACCOUNT**

I hereby authorize LANDRUM PROFESSIONAL to initiate credit entries and to initiate, if necessary, debit entries and adjustment for any credit entries in error to my:

☐ Checking Account
☐ Savings Account

☐ Amount to be deposited each pay period
OR
☐ Total check deposited

$ _____

Bank Name: _____

Transit/ABA# _____ Account No. _____

****

☐ Checking Account
☐ Savings Account

☐ Amount to be deposited each pay period
OR
☐ Total check deposited

$ _____

Bank Name: _____

Transit/ABA# _____ Account No. _____

****

☐ Checking Account
☐ Savings Account

☐ Amount to be deposited each pay period
OR
☐ Total check deposited

$ _____

Bank Name: _____

Transit/ABA# _____ Account No. _____

****

PRINT NAME: _____ SS#: _____

SIGNATURE: _____ DATE: _____

EMPLOYER: _____

Landrum Professional offers Direct Deposit, or more appropriately, Automatic Deposit, as a benefit to employees. Here's how it works. You complete the authorization agreement above, which tells us the name of your bank and your account information. Instead of delivering your check, your money is deposited by a national network of automated clearing houses (ACH's) into almost any financial institution in the country.

It takes up to three (3) business days for the ACH to deposit your money into your account. Therefore, money is guaranteed available to you by the third day after payroll is processed, usually on your normal pay day. *NOTE: Bank holidays could cause an additional day delay.* **Please confirm that the funds have been posted to your account before withdrawal. You are responsible for ensuring the accuracy of all deposits and notifying us of any direct deposit errors within thirty (30) days of the date of the deposit.**

If you would like to receive your money through Automatic Deposit, complete the form above, **staple a voided check to the form, sign the form and mail it to Landrum Professional. If faxing or emailing, make a copy of the voided check and send along with this completed form to (fax) 850-474-6448, *or* to (email) docs@LandrumHR.com**.

You must **attach a copy of your personal check or a voided personal check (not a deposit slip) to this form** if you want automatic deposit into a checking account. Do not attach a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will ensure that you are paid correctly. **It takes one pay period to process this request for setup or change of direct deposit,** because the account number must be verified through the ACH before we can start transmitting funds to your bank account**.**

If you have any questions regarding Automatic Deposits, please call Landrum Professional's Document's Management Department at (850) 476-5100, or (800) 888-0472.