



DIRECT DEPOSIT AUTHORIZATION

Employee Name: _____ (Please Print) Company Name: _____

New Net Pay Deposit **Change Deposit Information** **Cancel Authorization**

- For Checking Account deposits you must attach a voided check or a copy of a voided check.
- For Savings Account deposits please attach a voided deposit slip.
- **Activation of direct deposits of funds may take up to 2 payrolls to initiate.**

Avitus Group has elected to offer the benefit of direct deposit to all employees! Direct deposit is the most *convenient, secure* and *affordable* way to be paid. Your pay is automatically deposited into your account and is available by start of business on payday morning. Those employees who currently have a bank relationship will use their bank account to receive direct deposit.

Those employees without a bank account are offered a Debit Card Account. *Everyone is eligible* with direct deposit and successful identity verification, for this FDIC-insured debit card account. The Pay Card account is available to everyone regardless of credit history or prior inability to obtain a bank account. With the Pay Card, you have access to your money at over one million ATM and point-of-sale locations nationwide. **This means you no longer have to cash and carry your entire paycheck.**

To sign up for either direct deposit OR the new Pay Card account, please **complete** this form and return it to the Payroll Department at Avitus Group along with one of the following: (Please place a check mark next to your option).

- I elect to receive direct deposit into my existing checking account: (Attach a **voided personal check** below).
- I elect to receive direct deposit into my existing savings account: (Attach a **deposit slip** below).
- I elect to receive direct deposit into the Pay Card account. Please enroll me in the program. I understand I will receive my Pay Card account package in the mail, which will contain the Pay Card Debit Card, Privacy Pamphlet, Quick Start Guide and Terms and Conditions.

Please staple voided check/savings slip here.
The Pay Card account does not require an attachment.

I hereby authorize Avitus Group to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution indicated on this form. Further, I authorize my financial institution to accept any credit entries indicated by this company to my account. In the event that this company deposits funds erroneously into my account, I authorize this company 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 this company and Bank have received written notice from me of its termination in such time and in such manner as to afford this company and Bank reasonable opportunity to act on it.

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Employee Signature: _____ Date: _____