



AGREEMENT FOR DIRECT DEPOSIT

Business Control Systems, LP offers direct deposit to all employees. Your paycheck will be electronically deposited into your account once your Direct Deposit Authorization has been accepted by your bank. This process may take as long as three payroll cycles but normally is shorter. Please check with your bank each payday until they confirm your paycheck has been deposited.

This Direct Deposit Authorization gives Business Control Systems the authority to deposit your paycheck into your bank account. **YOU MUST INCLUDE A VOIDED CHECK(S) FOR THE CHECKING ACCOUNT(S) AND/OR DEPOSIT SLIP(S) SAVINGS ACCOUNT(S) YOU WANT MONEY DEPOSITED INTO.** If you desire that your money be deposited into another type of financial account, Business Control Systems, LP must be able to verify the account information with the specified institution. You will be allowed to change institutions two times per year. If another change is requested after the second change in a one year period, your paycheck will be deposited to a debit card. Paper checks will not be issued. At least ten business days should be allowed for the change to take place and funds to show up in the new account.

I, _____, elect to:

- New/Join Change Cancel

Signature

Date

Print Name

Social Security Number

This authority is to remain in full force until employee terminates this authorization in writing or employee's employment ceases.

If electing to participate in direct deposit, complete the following:

I authorize Business Control Systems, LP to distribute my check from Business Control Systems, LP, in the following manner, and if errors occur, I (we) authorize correcting entries to my (our) account indicated below. I further authorize Business Control Systems, LP to verify the information below with my financial institution.

Bank Name	Bank Phone #	Bank Routing #	Checking or Savings	Account #	Amount / Net

Please submit a **VOIDED CHECK(S) FOR CHECKING ACCOUNTS AND/OR DEPOSIT SLIP(S) FOR SAVINGS ACCOUNTS** with this authorization. (This will be used to verify transit routing number and account number information.) Please verify transit routing numbers with your banking institution.

ATTACH VOIDED CHECK HERE