



Happy Faces Family of Companies

Direct Deposit Authorization

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

Direct Deposit will help you in many ways.

- It saves you trips to your financial institution.
- It saves you time in depositing checks—no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster— reduces the possibility of overdrafts.
- You get your money deposited into your account even if you're on vacation or away from the office on business or illness.

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 in 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 attached authorization form and return it to the office. The authorization form, which is provided on the second page, gives Happy Faces the authority to deposit your pay to your account. Simply complete the form in order to take advantage of Direct Deposit. We will notify you when the 1st deposit is made, which we estimate to be 1 to 2 pay cycles. As an added convenience, we will e-mail your pay stub data to you automatically, the same time your deposit is made.

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.
2. Fill in your name, the name and location of your financial institution, and today's date.
3. Attach a voided check for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number.
4. E-Mail address for transmission of paystub data.

NOTE: Be sure to sign the form!



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Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize **Happy Faces** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Happy Faces** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Happy Faces** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Happy Faces** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Signature

Authorized Signature (Primary): _____ Date: _____

Authorized Signature (Joint): _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Payroll Department.

ATTACH BLANK CHECK HERE

No Staples Please

E-Mail Address: _____