

Three Rivers, Inc., Fiscal Agent
Authorization Agreement for Direct Deposits



Three Rivers, Inc. uses Direct Deposit to provide security and convenience for our employees. Your pay is electronically deposited to your bank account each payday. Three Rivers provides this service with absolutely no charge to you. To make sure that your money is deposited in the correct account, we require a **voided check to be submitted** with this form to Three Rivers, Inc., Human Resources, PO Box 408, Wamego, KS 66547.

I hereby authorize Three Rivers, hereinafter called Employer, to initiate credit entries (and/or corrections to the previous credits) to the Financial Institution below, to credit and/or correct the amounts thereof, to my:

Please check which type of account Checking Account (or) Savings Account

BANK NAME: _____

BRANCH: _____

CITY: _____ STATE: _____ ZIP CODE: _____

BANK TRANSIT ROUTING NUMBER: _____

BANK ACCOUNT NUMBER: _____

(See lower left corner of check – please attach a voided check to this form)

This authority is to remain in full effect until Employer or Financial Institution has received written notification from me fourteen (14) days prior to its termination, or until Employer or Financial Institution has sent me written notice of the Employer's or Financial Institution's termination of this agreement. It is my understanding that my paycheck will be deposited on payday, unless said day is not a banking day. I further acknowledge that in the event of mechanical or technological failure, or other circumstances beyond the control of the Employer or Financial Institution in connection with this service, I will accept my earned compensation in an alternative fashion customary with Employer's policies and procedures. In the event a transaction is rejected by the Receiving Depository Financial Institution due to the closing of an account or incorrect information given by me, I authorize the company to deduct from my compensation, the amount of any administrative fee charged by Employer's Financial Institution for the notification of said rejection. It is my understanding this enrollment is automatically cancelled upon the termination of my employment.

Employee Signature: _____ Date: _____

Print Name: _____ Phone Number: _____

Attach voided check here.
(REQUIRED for a checking account.)

Three Rivers, Inc., Fiscal Agent
Direct Service Worker
Direct Deposit Information



Three Rivers, Inc. uses Direct Deposit to provide a secure and convenient payment method for our employees to receive their pay. Your pay is electronically deposited to your authorized account each payday.

All you need is a current bank account and a completed *Authorization Agreement for Direct Deposit* form to activate direct deposit. Most banks offer free checking accounts and/or an ATM card to withdraw your money the same day it is direct deposited into your account.

Your paycheck will be electronically deposited on the 10th and 25th of each month unless these dates fall on the weekend or a federal holiday. If the 10th or the 25th falls on a Saturday, your paycheck will be deposited on the business day prior to these dates. If the 10th or the 25th falls on a Sunday or a federal holiday, your paycheck will be deposited the business day following these dates.

Timesheets must be received within four days after the pay period ends to allow the finance department ample processing time. This will allow Three Rivers, Inc. time to process your paycheck electronically and for you to receive your pay more conveniently. A pay stub will be mailed to you. Please retain your pay stub for future reference.

In the event the direct deposit is rejected by your bank due to the closing of your account or incorrect information given to Three Rivers, Inc. the amount of any administrative fee charged by our bank will be deducted from your pay.

Be sure to complete the *Authorization Agreement for Direct Deposit* form and **attach a voided check** to this form to receive your pay by direct deposit. By signing the *Authorization Agreement for Direct Deposit* you are granting Three Rivers, Inc. authority to initiate the process of arranging automatic deposit into the bank account as listed on the form.

If you have any questions, please call Human Resources at (785) 456-8573.