

# Payroll Information Form

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address (Required for EVV): \_\_\_\_\_

**Please check all that apply:**

- Receive paystub via email**
- Secure Email** - Allows you to send timesheets or other information securely.
- Web Entry** Allows you to submit payroll hours using our Web Entry Portal, both you and the Member/Employer will need to have an email and agree to utilize Web Entry.
- Direct Deposit\*** - Complete below sections. You may also include a Voided Check.
- Paper Check** – no direct deposit, mail check

*\*With direct deposit, Employees have their pay directly deposited in their account on payday rather than waiting for a check to arrive in the mail.*

Name of Bank: \_\_\_\_\_

Action to be taken:  New Deposit Authorization  Change from previous authorization

Type of Account:  Checking  Savings Amount: \_\_\_\_\_%

Account #: \_\_\_\_\_

9-Digit Routing #: \_\_\_\_\_

**\*For Multiple Accounts:**

Name of Bank: \_\_\_\_\_

Action to be taken:  New Deposit Authorization  Change from previous authorization

Type of Account:  Checking  Savings Amount: \_\_\_\_\_%

Account #: \_\_\_\_\_

9-Digit Routing #: \_\_\_\_\_

*LKiChoice, a division of Lori Knapp Richland, Inc., is authorized to directly deposit my pay to the account(s) identified in this document, which include my signature and date. Authorization will remain in effect until I modify, cancel in writing, or employment terminates.*

**Changes to your payroll information may take up to one week to be processed and take effect on your employee profile. Please call to verify your account information is changed.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

