

AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL



Employee Name: _____

CU Email Address: _____ (If a CU sub, please use personal email address.)

As a benefit to our employees, we offer two payroll designation options: direct deposit to your financial institution or to a PayCard. Please indicate your selection below.

Financial Institution

➤ Bank #1 Name: _____ Account Type (check one): Checking Savings

Routing Number: _____ Account #: _____

➤ Bank #2 Name: _____ Account Type (check one): Checking Savings

Routing Number: _____ Account #: _____

Amount: _____

We will only deposit a specific amount (in increments of \$10) to a 2nd account. The net amount of your check will go to Bank #1.
Example: If Bank #2 states \$50, a paycheck for \$221 will have \$171 deposited to Bank #1 and \$50 deposited to Bank #2.

PayCard (through Southern Michigan Bank & Trust)

The information below will be part of your PayCard packet that you receive from SMB&T.

Account #: _____ (will receive this info from SMB&T)

Routing Number: 111924680 Admin #: _____ (will receive this info from SMB&T)

I hereby authorize COMMUNITY UNLIMITED, hereinafter call Company, to initiate credit entries and to initiate, if necessary, debits and adjustments for any credit entries in error to my account(s) and/or debit the same to such account. I understand that the personal information in these transactions will be treated confidentially, but I consent to the disclosure of payment related information that is compelled by law or necessary to protect against fraud or crime. I also agree to comply with applicable state and federal law or regulation and warrant that I will not transmit any entry that violates the laws of the United States, included, with limitation, regulations of the Office of Foreign Asset Control (OFAC). I understand I will incur any losses due to errors in any information provided, or exchange loss in the event the entry is returned.

I understand the different payroll options made available to me. I authorize my employer to direct deposit my paycheck in the manner I have indicated above. I have read the Direct Deposit of Payroll Information on the 2nd page of this Authorization form.

EMPLOYEE SIGNATURE

DATE

Direct Deposit of Payroll - Information

Community Unlimited will only process payroll through direct deposit.

Please return this form within 1 week of beginning employment with Community Unlimited or your payroll may be delayed.

Your paystub will be emailed (to the email address you provide) and will be password protected. The password will be the 1st four characters of your last name then the last 4 digits of your social security number (example: smit1234).

If you have a financial institution, please complete the “Financial Institution” portion of this form.

Please verify your accurate Routing Number and Account # for direct deposit through your financial institution. Please do not rely on the numbers on the bottom of your checks or the numbers on your financial institution statement to be the accurate numbers for direct deposit. This is not always the case.

If you do NOT have a financial institution for us to deposit your payroll, you have 2 options:

1. Open an account at a financial institution and then complete the “Financial Institution” portion of this form.
2. Receive your direct deposit in the form of a PayCard through Southern Michigan Bank & Trust.

The PayCard is issued by Southern Michigan Bank & Trust (SMBT). If you choose to receive your direct deposit on a PayCard, you will receive a copy of any fees charged by SMBT that may be associated with using the PayCard. The PayCard works like a debit card but it is NOT a bank account. You will be allowed one free ATM or SMBT cash withdrawal per pay period for the PayCard.

Inaccurate information given on this form that results in a direct deposit being returned to Community Unlimited (from SMBT) will incur a \$5 charge that will be deducted from your following payroll. This fee is the amount Community Unlimited is charged by SMBT for a returned direct deposit.