

To: All Full Time Employees

From: Tom DiFluri

Starting September 2001, Direct Deposit will be available. You may have one amount deposited to one account of your choice.

To enroll in Direct Deposit, simply fill out this form and return it to the business office by June 15, 2001. Attach a voided check for a checking account-not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Important! Please read and sign before completing and submitting.

I hereby authorize my employer (hereinafter "Company") to deposit an amount designated by me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my account. In the event that Company deposits funds erroneously into my account, I authorize Company to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

Employee Name: _____ Social Security # _____

Employee Signature: _____ Date: _____

Account Information

Make sure to indicate what kind of account, along with amount to be deposited if less than your total paycheck.

Bank Name/City/State: _____

Routing/Transit #: _____ Account Number: _____

Checking, Savings, Other

I wish to deposit \$ _____ or _____ Entire Net Pay