



Take Advantage of Direct Deposit Today

Now you can have your payroll check deposited into your account without ever having to go to your bank. We can arrange it through our direct deposit program. Your paycheck is credited to your account on payday.

✓ *It's Convenient*

You don't have to worry about getting to the bank because we send your deposit electronically and give you a written payroll statement including your wages, taxes, deductions, etc.

✓ *It's Fast*

As soon as it's time for you to be paid, your money is deposited electronically. The delay between receiving your pay and getting it into your account is eliminated.

✓ *It's Safe*

Since there is no paper check to worry about, there's no chance that it can be lost or stolen.

✓ *It's Free*

There is no charge for the service.

If you would like to take advantage of direct deposit of payroll, simply fill out the attached form and return it today. We are pleased to provide this service to our employees, and we hope you will decide to take advantage of the convenience, speed and safety of direct deposit of payroll. Thank you. Please return by fax to (404) 224-1016.

NAME					SSN							
EMAIL ADDRESS					PHONE NO.							
MY BANK'S NAME					ALT. PHONE NO.							
ROUTING NO. (First grouping of 9 numbers at bottom of your check)												
PLEASE CHECK ONE BELOW										<i>(If checking, attach a voided check)</i>		
										<i>(If savings, attach a deposit slip)</i>		
<input type="checkbox"/>	DEPOSIT TO MY CHECKING ACCOUNT					ACCT. NO.						
<input type="checkbox"/>	DEPOSIT TO MY SAVINGS ACCOUNT					ACCT. NO.						
<i>I want the convenience and safety of having my pay deposited directly to my bank account each payday. I understand that I can terminate the direct deposit of payroll arrangement simply by giving written notice, subject to Finance Department deadlines. I authorize credit entries and any adjustments to be made to my account.</i>												
Please notify us immediately if you close your account or make changes to your account information.												
DATE					SIGNATURE							