

Memorandum

To: All S&S Employees
CC: Employee file
From: S&S Professional Services Human Resources
RE: Direct Deposit for issuance of payroll

Due to the inconsistency of the U.S. Mail, we will be using direct deposit for issuance of payroll. Attached you will find an employee Direct deposit Authorization Agreement. Please complete this form and return it along with a copy of a check (write void on the copy). Please do this as soon as possible.

If you do not have a bank account we also offer membership to First Community Credit Union. If you are interested please let us know.

We will believe this will facilitate payroll for both you and us. If you have any questions concerning this please give us a call.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

COMPANY

NAME S&S Professional Services ID NUMBER 76-0457102

I (we) hereby authorize S&S Professional Services, hereinafter called COMPANY, to initiate credit entries and initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) Checking Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and or debit the same to such account.

DEPOSITORY

NAME _____ BRANCH _____

CITY _____ STATE _____ ZIP _____

ROUTING # or
TRANSIT/ABA NO. _____ ACCOUNT NO. _____

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME (S) _____ DATE _____

YOUR SIGNATURE _____