



7100 Northland Circle  
Suite 212  
Minneapolis, MN 55428

**LOTUS TECHNICAL**

**Direct Deposit Policy**

I understand by electing not to participate in Lotus Technical Direct Deposit, it might take up to 10 business days to receive my paycheck thru the mail. Lotus Technical will do everything in its power to help ensure your check arrives on time but cannot be held accountable for issues with the postal service.

However, if your paycheck has not arrived after 10 business days, Lotus Technical will stop payment on the original check and an additional check will be issued at that time.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

*Work is hectic. Getting help doesn't have to be.*



7100 Northland  
Circle  
Suite 105  
Minneapolis, MN  
55428

**LOTUS TECHNICAL**

## Direct Deposit Enrollment/Change Form

Request for (Check only One)

☐ Initial Request

☐ Change

☐ Cancellation

### Personal Data

Employee Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

House Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

### Financial Institution Data

Financial Institution \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

If less than 100% of your net pay is to be deposited to the account noted, please indicate the amount or percentage to deposited: \_\_\_\_\_

Type of account: ☐ Checking ☐ Savings

### Authorization

I authorize my employer, Lotus Technical, and the financial institution named above to deposit automatically my net pay to my account. This authorization includes my consent to reverse any entries made in error. This authorization will remain in effect until I give written notice of Cancellation.

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_