

# EMPLOYEE PAYROLL FORM

## Direct Deposit Authorization Agreement

Employee Name: {employee\_name}

New Authorization {new\_authorization}

Change\* {change}

Cancel {cancel}

\* Change will result in a regular paycheck generated during the transition to a new account. If you would like your next paycheck to be deposited into your existing account while your new account is tested, please specify {change}

FOR NEW AUTHORIZATIONS AND CHANGES, ATTACH A COPY OF A VOIDED CHECK TO THIS FORM.

Employee Signature: var\_pay\_letter

Date: {date}

### ACCOUNT #1

Name of Financial Institution: {name\_of\_financial\_institution\_1}

Branch Address & Phone: {branch\_address\_phone\_1}\_

Amount: \$ {amount\_1}

Type of Account: Checking {checking\_1} Savings {savings\_1}

ABA Transit Number: :[ {aba\_transit\_number\_1} ]:

Account Number: {account\_number\_1}

### ACCOUNT #2

Name of Financial Institution: dddd

Branch Address & Phone: dddd\_

Amount: \$ dddd

Type of Account: Checking {checking\_2} Savings {savings\_2}

ABA Transit Number: :[ {aba\_transit\_number\_2} ]:

Account Number: {account\_number\_2}

### ACCOUNT #3

Name of Financial Institution: sx

Branch Address & Phone:      ss\_

Amount:                      \$ ss

Type of Account:              Checking ss      Savings ss

ABA Transit Number:        :[ dd ]:

Account Number:            ddd

**Instructions for Completing Leica Microsystems, Inc.**

**Direct Deposit Authorization Agreement**

- 1. Read and complete the Authorization Agreement.
- 2. Check the appropriate box to indicate a new authorization, change, or cancellation. If you are changing accounts and your old account will remain open for two or more weeks, please specify that “old account is open”. This instructs Payroll to use your old account one last time before switching to your new account. If you do not specify, then your old account will be canceled and you will receive a live check while your new account is tested.
- 3. Determine where you want your funds deposited. You may deposit your paycheck in up to three different accounts.
- 4. Enter the name, address, and telephone number of your financial institution in the space provided.
- 5. Enter the amount you wish deposited into each account. If you want your entire net or balance of your net deposited in your account, enter “net” on the amount line. Example: an amount of \$100.00 savings and an amount of “net” to checking.
- 6. Attach a copy of a voided check and write your bank account and ABA/Transit number in the spaces provided.
- 7. Sign and date the authorization form.

**FORWARD COMPLETED FORMS to HUMAN RESOURCES or PAYROLL DEPARTMENT**

In order for you to participate in the Direct Deposit program at Leica Microsystems, Inc., your financial institution must be a participant in the Electronics Funds Transfer Program. Most banks, savings and loans, and credit unions are members. If yours is not, Payroll will let you know so that you can make an alternate choice.

Direct Deposit of your paycheck will take a minimum of two pay periods to process. There will be a “prenote” to your account during the first payroll processing. If the prenote process detects no problems, your net pay will be electronically transferred to your account(s) on the second pay period. If there is a problem, Payroll will contact you. In lieu of receiving a paycheck, you will receive a Statement of Earnings and Deductions each payday.

var\_pay\_letter