



Direct Deposit Authorization

Employee Name: _____
(please print)

Continuum Fiscal Services recommends every employee select direct deposit to prevent possible delays associated with delivery of mail - and that helps you access your pay on pay day. Your pay stub (summary of your pay) will be sent by regular mail via USPS to your address on file.

Continuum Fiscal Services offers the following pay options. Select one option below.

() I decline the Automatic Direct Deposit option for my pay. I prefer to receive a paper check.

() Pay card - I authorize Continuum Fiscal Service to initiate payroll deposits to (name of bank or financial institution); _____

() Bank or Credit Union Direct Deposit - I authorize Continuum Fiscal Service to initiate payroll deposits to (name of bank or financial institution); _____

Account Type (check one): () Checking () Savings

For Checking Accounts or Pay Cards: Provide a voided check or letter from your financial institution. Do not attach a deposit slip.

For Savings Accounts: Provide a direct deposit letter from your financial institution with the exact routing and account numbers to process direct deposits to your account. Do not attach a deposit slip.

I authorize CFS to process my selected method of pay as indicated above. In the event funds are deposited mistakenly to my account, I authorize CFS to debit my account to correct the error. It is my responsibility to confirm that each deposit has occurred and to pay any fees caused by overdrafts on my account. Deposits will be made on each payday unless I notify CFS in writing of my request to stop direct deposits. I understand that CFS reserves the right to refuse any direct deposit request, that all direct deposits are made through an Automated Clearing House (ACH), and that the processing is subject to ACH terms and limitations, as well as those of my financial institution. I understand I may receive a paper check for 1 to 2 pay periods while my selected method of pay is being set up.

Signature: _____

Date: _____