

## Savings Bonds Treasury Direct Form

**In order to establish a payroll direct deposit to fund your TreasuryDirect Account, provide your TreasuryDirect account number and amount of payroll deduction.**

### AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Landrum Professional Employer Services, Inc.

**YOU ARE RESPONSIBLE FOR ENSURING FUNDS HAVE BEEN POSTED TO YOUR ACCOUNT PRIOR TO WRITING CHECKS.**

I hereby authorize LANDRUM PROFESSIONAL to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account.

Landrum Professional offers Direct Deposit, or more appropriately, Automatic Deposit, as a benefit to employees. Here's how it works. You complete the authorization agreement below, which gives us your account information. Your money is deposited by a national network of automated clearing houses (ACH's) into your Treasury Direct account... It takes up to three (3) business days for the ACH to deposit your money into your account. Therefore, money is guaranteed available to you by the third day after payroll is processed. NOTE: Bank holidays could cause an additional day delay. Please confirm that the funds have been posted to your account before withdrawal. You are responsible for ensuring the accuracy of all deposits and notifying us of any direct deposit errors within thirty (30) days of the date of the deposit. If faxing this form, fax to 850-476-2177. This election is to remain in full force and effective until Landrum Professional has received written notification from you or your employer of its change, suspension or termination.

If you have any questions regarding Automatic Deposits, please call Landrum Professional's Benefit Department at (850) 476-5100, or (800) 888-0472.

Set up new deduction

Change Deduction

Stop Deduction

\_\_\_\_\_  
Deduction Amount per Pay Period

\_\_\_\_\_  
Effective Date

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

**Treasury Direct**  
\_\_\_\_\_  
Bank Name

**051736158**  
\_\_\_\_\_  
Routing/Transit Number

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

\_\_\_\_\_  
SSN#

\_\_\_\_\_  
Today's Date