

# Employee Pay Selection Form

You have **two options** to receive your pay, as listed below.

1. **Direct Deposit:** *(second option is on page 2)*

Landrum Staffing Services, Inc. and Landrum Professional Employer Services IV, Inc. offer Direct Deposit, or more appropriately, Automatic Deposit, as a benefit to employees. Here's how it works. You complete the authorization agreement below, which tells us the name of your bank and your account information. Your money is deposited by a national network of automated clearing houses (ACH's) into almost any financial institution in the country.

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 can cause an additional day delay.*

If you would like to receive your payroll funds through Automatic Deposit, please complete the form and sign below. You must provide a **voided check or documentation from your bank with the account number and routing number listed to complete the automatic deposit process.** **If faxing, make a copy of the voided check or documentation and fax it to 850-478-4559.** **You must give two (2) weeks' notice to make changes to direct deposits or close an account.** This authority is to remain in full force and effective until we receive written notification from you.

**If you have not received your payroll funds within a 60-day period, this authorization will be considered inactive. To reactivate this authorization, you must contact the payroll department. If your direct deposit is inactive, you will receive payroll funds on the Money Network Payroll Debit Card.**

If you have any questions regarding Automatic Deposits, please call the Payroll Department at (850) 476-5100.

If you would like to receive your pay through your bank account, enter your initials in the space provided below then enter your banks information. Make sure to sign this document on page 2.

**Yes, I would like to use direct deposit:**  
**enter your initials here: \_\_\_\_\_**

Account Type:    Checking:                      Savings:

Bank Name: \_\_\_\_\_

Transit/Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

\_\_\_ NEW REQUEST

\_\_\_ CHANGE REQUEST

You are responsible for ensuring funds have been received in your account **PRIOR** to writing checks.

**2. Money Network Service:** *(Includes the Money Network Debit Card and Checks explained below)*

**Money Network Check.** The Money Network Check ("Check") is a paycheck that I can easily complete on or after each payday morning wherever I am, eliminating the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed. The Check can be deposited into my personal bank account or cashed for free at Money Network check-cashing partners. There is no fee for using Money Network Checks.

**Money Network Payroll Debit Card.** The Money Network Payroll Debit Card ("Card") provides a dependable, safe, optional, and convenient way to receive and access my pay on and after each payday morning with the following features: (i) eliminates the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed; (ii) immediate, worldwide access wherever the Money Market is accepted for ATM cash withdrawals, bank-branch withdrawals, and store purchases (including "cash back"); (iii) money transfers to a personal or joint checking account; and (iv) free balance inquiries by phone. I am automatically eligible for the Card and there is no application or approval process. There is no monthly service charge for the Card as long as I am employed by Landrum. Many Card transactions are free, but there are fees for other transactions, and Money Network Checks can be used to access funds free of charge. All of the transaction fees are listed in the Welcome Kit.

**Yes, I would like to use the Money Network Service:**

**enter your initials here:** \_\_\_\_\_

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I authorize Landrum to disburse my pay by direct deposit or Money Network Service ("Service") according to the selection I initialed above. If I don't make a selection within five (5) business days of employment by submitting a completed Employee Pay Selection form, I agree that my pay will be disbursed by using the Service; however, I understand that I can change my pay selection at any time in the future by submitting a new Employee Pay Selection Form (subject to the time it takes Landrum to implement the change). I authorize Landrum to share my name, address, date of birth, Social Security Number, and related personal information with the issuing bank and/or the Program Manager to facilitate payment of my wages using the Service, and as provided in the Terms and Conditions of the Service.

Signature: \_\_\_\_\_ Social: XXX-XX-\_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_