



Payroll Direct Deposit

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Important Information

- Direct deposit is available to all employees who have completed the required employment paperwork.
- The first pay after you sign up for direct deposit will be received via paper paycheck. (The bank does a verification process during this first pay.)
- The second pay after you sign up for direct deposit will be received via direct deposit.
- You will NOT receive a paper paycheck stub while on direct deposit. You will need to view your stub online. You will receive login information via email the week of the first direct deposit pay.
- If you have not returned your lockbox key, your last paycheck will be received via paper paycheck.

EMPLOYEE NAME (as on payroll records)

EMPLOYEE PIN #

Type of account: Checking Savings

**Please attach a voided bank check to this form.
Or complete below:**

Bank Routing Number _____

Account Number _____

Deposit Slips are NOT acceptable.

I authorize DRD Pool Management, Inc. to make deposits directly to my account indicated above, and I authorize the Bank to accept such deposits. I agree that it is my responsibility to verify that deposited funds are in my account and, I agree that DRD Pool Management, Inc. is not responsible for any bank fees or overdraft fees. I understand that my last paycheck of the season will not be direct deposited and a paper paycheck will be issued.

SIGNATURE

DATE