



EMPLOYEE DIRECT DEPOSIT ENROLLMENT FORM

Name: _____ Social Security Number: _____ - _____ - _____

Account Information

The last item must be for the remaining amount owed to you. To distribute to more accounts, please complete another form.

Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

1. Bank Name: _____

Routing/Transit #: _____ Account Number: _____

Checking

Savings

Other

I wish to deposit: \$ _____.

Or

Entire Net Amount

2. Bank Name: _____

Routing/Transit #: _____ Account Number: _____

Checking

Savings

Other

I wish to deposit: \$ _____.

Or

Entire Net Amount

3. Bank Name: _____

Routing/Transit #: _____ Account Number: _____

Checking

Savings

Other

I wish to deposit: \$ _____.

Or

Entire Net Amount

I hereby authorize Horgen Personnel, either directly or through its payroll service provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit entries indicated by Horgen Personnel, either directly or through its payroll service provider, to my account.

This authorization is to remain in full force and effect until Horgen and the Bank have received written notice from me of its termination in such time and in such manner as to afford Horgen Personnel and Bank reasonable opportunity to act on it.

Employee Signature: _____ Date: _____

Wage Overpayment/Underpayment Policy

Horgen Personnel takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Manager so that corrections can be made as quickly as possible. If the employee has been underpaid, Horgen Personnel will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he or she has earned, the employee has the option to reimburse the overpayment to Horgen Personnel immediately or have it be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agreed-upon rate of pay.

We ask that employees realize that pay errors are not intentional and that employees be understanding if such an event occurs.

I understand this policy and agree to its terms.

Employee Signature: _____ Date: _____