



## HC YMCA Instructions for Direct Deposit of Payroll Checks

Direct Deposit is a convenience service provided for you through the Payroll Department and ADP Payroll Services. You are *encouraged* to sign up for this free service as it will allow you quick and safe access to your pay (see the benefits of Direct Deposit on the cover page).

If you do not have direct deposit, your paychecks will be mailed on the pay date listed on the Payroll Schedule. This schedule was included in your initial hiring packet. You can also access the Payroll Schedule on Kronos website, or the HCYMCA Intranet at [www.hcymca.com](http://www.hcymca.com). Scroll to the bottom of the Home page and click on the Intranet, enter hcymca at user and password prompts.

Please note that due to our payroll schedule, banking procedures and holiday closings, deposit of payments may slightly vary on some pay Fridays. You will receive a voucher by mail that details the transaction with your hours, rates, deductions and taxes explained same as the check stubs.

Below are the instructions you need to follow to begin Direct Deposit service:

- 1) Call your bank prior to signing up and verify the Transit/ABA and Account numbers on your check (or the savings account). In cases where banking changes have occurred, such as in the case of mergers, your current supply of checks/deposit slips and other documents may not have the most up to date information.
- 2) Complete the attached form and be sure to specify if the account information is for a checking or savings account by circling one, for **each direct deposit account. You must attach a voided check to ensure accurate and timely processing.**
- 3) If requesting more than one account, indicate the dollar amount for the partial deposit(s). The account where dollar amount is left blank, will receive the remainder of your net earnings for the pay date.
- 4) Provided all the information you gave us is correct, Y's payroll processing company will impose a test period (usually ten days) for each new account. The Test Period may mean a one-to-two pay period delay for direct deposit to start. After the Test Period, the deposit is made automatically into your account. During the Test Period your check will be mailed to your address.
- 5) Be sure to inform us regarding any banking changes to your account. **FAILURE TO DO SO WILL RESULT IN NO CHECKS BEING ISSUED, AND THEREFORE DELAYS IN YOUR PAYMENT.**
- 6) In the event that you are a REHIRE and you previously utilized our Direct Deposit service please fill out the banking information **AGAIN** to ensure that the information is up to date and that we may serve you in the best possible way.
- 7) Send completed application to:

Hunterdon County YMCA  
Attention: Neel Ahmed/HR-Payroll  
1410 Route 22 West  
Annandale New Jersey 08801



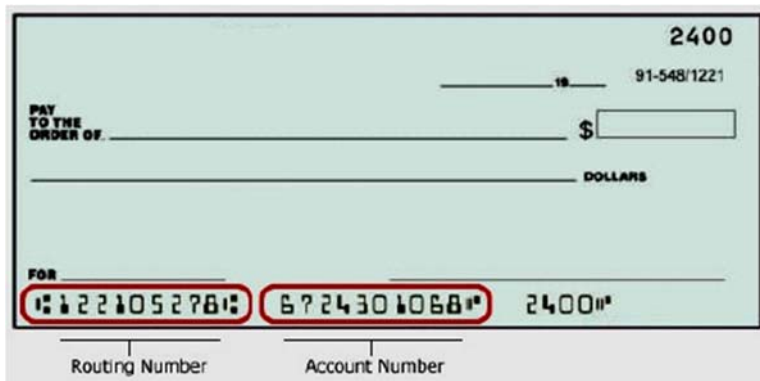
# AUTHORIZATION AGREEMENT FOR

## AUTOMATIC DEPOSITS OF PAYCHECKS (ACH CREDITS)

Company Name: Hunterdon County YMCA Company ID#: 22-1524183

I hereby authorize Hunterdon County YMCA hereinafter called the **YMCA** to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my **Checking/Savings** account (circle one) indicated below and authorize the financial institution below hereinafter called the **BANK**, to credit and/or debit the same such account. **I understand that I am to inform my employer of any changes in my banking information and that failure to do so may result in delays of my paycheck.**

⇒ Leave \$ amount blank if you wish full amount of net check to be deposited in that account. If requesting more than one account, indicate the dollar amount for the partial deposit(s). The account where dollar amount is left blank, will receive the remainder of your net earnings for the pay date. **Please look at your check (NOT at a deposit slip) and match numbers from your check to account information as in below sample.**



**You must attach a VOIDED check for checking accounts to ensure accurate and timely processing!**

**Be sure to circle correct account type as Checking or Savings.**

**Return THIS PAGE ONLY to Human Resources Department.**

NAME OF FINANCIAL INSTITUTION \_\_\_\_\_ BRANCH: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

1) (CHECKING / SAVINGS Circle one \$ AMOUNT: \_\_\_\_\_ (Leave blank, if full amount)

ROUTING # \_\_\_\_\_ (9 DIGITS) ACCOUNT # \_\_\_\_\_

2) (CHECKING / SAVINGS Circle one \$ AMOUNT: \_\_\_\_\_

ROUTING # \_\_\_\_\_ (9 DIGITS) ACCOUNT # \_\_\_\_\_

3) (CHECKING / SAVINGS Circle one \$ AMOUNT: \_\_\_\_\_

ROUTING # \_\_\_\_\_ (9 DIGITS) ACCOUNT # \_\_\_\_\_

This authority is to remain in full effect until **YMCA** received written notification from me of its termination in such time and in such manner as to afford **YMCA** and **BANK** a reasonable opportunity to act on it.

### EMPLOYEE INFORMATION:

PRINT NAME: \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY: Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_