

# Payroll Information

As show on Social Security Card

PRINT Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Phone Number: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: (if different than above) \_\_\_\_\_

REQUIRED- Email Address: \_\_\_\_\_

\*\*\*Reminder: you will receive your paystub via email.

## Please check all that apply:

- Secure Email** - Allows you to send timesheets or other information securely.
- Web Entry**- Online payroll entry. Both member and employee will need an email address, as well as access to the internet.

## Direct Deposit Information

Complete section(s) below with your banking account information.

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

Action to be taken: New deposit authorization. Change from previous authorization.

Type of Account: Checking Savings  Pay Card Amount: \_\_\_\_\_%

Account #: \_\_\_\_\_ 9-Digit Routing #: \_\_\_\_\_

### **\*For Multiple Accounts:**

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

Action to be taken: New deposit authorization. Change from previous authorization.

Type of Account: Checking Savings  Pay Card Amount: \_\_\_\_\_%

Account #: \_\_\_\_\_ 9-Digit Routing #: \_\_\_\_\_

*LKiChoice, a division of Lori Knapp Richland, Inc., is authorized to directly deposit my pay to the account(s) identified in this document, which include my signature and date. Authorization will remain in effect until I modify, cancel in writing, or employment terminates.*

**Changes to your payroll information may take up to one week to be processed and take effect on your employee profile. Please call to verify that your account information is changed.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

