

STARPOINT

EMPLOYEE DIRECT DEPOSIT ENROLLMENT FORM

To enroll in Direct Deposit, simply fill out this form and give it to the payroll manager. Attach a voided check for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.

| | | |
|--|-----------------------|--|
| Memo _____ | | |
| ⑆ 012345678 ⑆ 123456789 0101 | | |
| Routing/Transit # (A 9-digit number always between these two marks) | Checking Accounting # | Check # (This number matches the number in the upper right corner of the check – not needed for this sign-up) |

IMPORTANT! Please read and sign before completing and submitting.

I hereby authorize Developmental Opportunities d/b/a Starpoint, (hereinafter "Company") to deposit any amounts owed to 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 credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I authorize Company to debit my account, or withhold from future payments, an amount not to exceed the erroneous credit. I understand that the first deposit following receipt of this form by the payroll department, may be subject to pre-note, therefore a paper check may be issued initially.

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

Employee Name: _____ Last 4 of Your SSN: _____ Employee ID: _____

Employee Signature: _____ Date: _____

Account Information:

The last item must be for the remaining amount owed to you.

1. Bank Name/City/State: _____

Routing/Transit #: _____ Account Number _____

Checking Savings Other I wish to deposit: \$ _____ or Entire Net Amount

2. Bank Name/City/State: _____

Routing/Transit #: _____ Account Number _____

Checking Savings Other I wish to deposit: \$ _____ or Entire Net Amount

3. Bank Name/City/State: _____

Routing/Transit #: _____ Account Number _____

Checking Savings Other I wish to deposit: \$ _____ or Entire Net Amount