

DIRECT DEPOSIT ENROLLMENT FORM

Burgess Concrete offers employees the opportunity to have their paychecks directly deposited into their bank accounts. If you wish to have your checks directly deposited, please fill out the bottom portion of this sheet and return it to Burgess Concrete either by mail or drop it off at the office in a sealed envelope to Kathy Van Der Heide's attention.

A few things on direct deposit:

1. You can start direct deposit at any time, cancel or make changes at any time by completing a form available in the office.
2. You are allowed 2 accounts and separate banks for direct deposit. For example, a checking account at Bank 1 and savings account at Bank 2.
3. Direct deposit saves time and hassle. You won't have to worry about the post office losing your paycheck or finding time to go to the bank.
4. If you choose direct deposit, each week you will receive a statement showing your earnings and deductions, the same information you now receive on your check stub.
5. This benefit is in addition to and does not replace what we currently offer through the ABC Credit Union.

****NOTE**** If you sign up with a checking account, please send a voided check along with your form. If you sign up with a savings account, please send a voided deposit slip along with your form.

Name: _____

Signature: _____

Account #1

Bank Name: _____

Account Number: _____

Routing Number: _____

Checking account? _____ Savings Account? _____

Amount: (Balance, percentage or dollar amount) _____

Account #2

Bank Name: _____

Account Number: _____

Routing Number: _____

Checking account? _____ Savings Account? _____

Amount: (Balance, percentage, or dollar amount) _____