

Research Foundation for Mental Hygiene, Inc.

Direct Deposit Enrollment Form and Policy

Instructions:

Use this form for all Direct Deposit enrollments and changes. The maximum number of Direct Deposit accounts is three (3). **Priority of each Direct Deposit:** Please choose a value between 1 and 3. The lower number will be deducted first. If you have only one direct deposit, complete box 1 only. Note: All direct deposit statements will be mailed to the employee's home address on record. All new as well as any changes made to any direct deposit information will result in a pre-note slip being generated.

Type of Transaction: **NEW** **CHANGE** **CANCEL**

SECTION 1 (To be completed by employee.) *Please Print Clearly*

Employee Name (Last, First, MI)	Social Security Number:	Telephone Numbers: Home: Work:
Name & Address of Financial Institution: (Branch Location)		Account Type: (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Priority: 1 Bank Routing Number: (Contact your Financial Institution for this information)		<i>Please attach a pre-printed deposit slip or account statement that lists all holders on the account and the account number.</i> Account Number: (Please VERIFY with your Financial Institution!)
<input type="checkbox"/> Deposit a fixed amount of \$ _____ (i.e., \$55.50) <input type="checkbox"/> Deposit _____ percentage of net pay (full percentages only i.e., 25%) <input type="checkbox"/> Deposit net pay		
Name & Address of Financial Institution: (Branch Location)		Account Type: (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Priority: 2 Bank Routing Number: (Contact your Financial Institution for this information)		<i>Please attach a pre-printed deposit slip or account statement that lists all holders on the account and the account number.</i> Account Number: (Please VERIFY with your Financial Institution!)
<input type="checkbox"/> Deposit a fixed amount of \$ _____ (i.e., \$55.50) <input type="checkbox"/> Deposit _____ percentage of net pay (full percentages only i.e., 25%) <input type="checkbox"/> Deposit net pay		
Name & Address of Financial Institution: (Branch Location)		Account Type: (Select One) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Priority: 3 Bank Routing Number: (Contact your Financial Institution for this information)		<i>Please attach a pre-printed deposit slip or account statement that lists all holders on the account and the account number.</i> Account Number: (Please VERIFY with your Financial Institution!)
<input type="checkbox"/> Deposit net pay		
Depositor (Employee) Certification		
I certify that I have read and understood the back of this form, including the authorization for recovery. By signing this form, I authorize my salary payment to be sent to the financial institution named above and to be deposited to the designated account.		
Employee Signature:		Date:
Oracle Input by (signature)		Date:

PLEASE READ THIS CAREFULLY

The information on this form is confidential and is required to process data from the Research Foundation to the financial institution and/or its agent. Failure to provide the requested information may delay or prevent receipt of payments through the direct deposit program.

Authorization to Recover Funds Deposited in Error:

By signing this form, you consent to allow the Research Foundation, through the financial institution, to debit the account (upon notice to you) and to use any other lawful means to recover any salary payments to which you are not entitled.

Multiple Direct Deposits:

Employees may choose up to three direct deposits. It is the responsibility of the employee to clearly indicate and monitor the priority of his or her direct deposits.

Cancellation of Direct Deposit(s):

Pay will be directly deposited until the financial institution, the Research Foundation, or the employee cancels direct deposit.

Cancellation by the Financial Institution: The financial institution receiving the direct deposits may cancel direct deposit. The institution must provide you and your payroll office 30 days written notice of the cancellation. The cancellation will not take effect until the Research Foundation processes it.

Cancellation by the Research Foundation: Direct Deposit will be canceled on the effective date of any of the following: Termination of employment (final payroll check and vacation checks will not be direct deposited), change of financial institution(s) or account information or a change to inactive status. Direct deposit will also be canceled if an employee is two pay-periods delinquent in submitting his/her salaried timecard.

Cancellation by the employee: You may stop participating in direct deposit at any time by notifying your payroll office and completing a new Direct Deposit Enrollment Form. On a new form, check the Cancel Box, fill in your name, Social Security number then sign and date the form. The cancellation will not take effect until the Research Foundation processes it which is usually the next payroll cycle to be processed.

Change in Financial Institution: To change the financial institution into which you deposit funds, you must first cancel your previous deposit (see above), and complete a new enrollment form to start direct deposit with the new financial institution. A change in financial institution will cause that direct deposit to terminate and it will take at least two payroll periods for the new direct deposit to start. You should maintain accounts at both financial institutions until the new institution receives your first direct deposit payment. If the account at the first financial institution is not maintained, you may experience a delay in payment until the new authorization takes effect.

Employee Responsibilities:

- You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed and for confirming (with your bank) that your net pay deposit is in your account on the first payday when you receive your direct deposit statement. If the information on the statement is incorrect (for example, if the account number to which funds have been deposited is incorrect), you must notify your payroll office immediately.
- You are responsible for verifying that your direct deposit has occurred each payday. Please note that direct deposit is not guaranteed and it is your responsibility to verify the availability of funds in your accounts.
- You are responsible for notifying your local payroll office of any change to your bank and/or account number(s) Any change requires completion of a Direct Deposit form which will initiate a pre-note period prior to your funds being deposited. Please note, for the pre-note period you will receive a paycheck which will be mailed to the home address on file for you.
- You are responsible for payment of any charges that may be incurred against your account as a result of direct deposit.
- You must repay the Research Foundation if an overpayment occurs as the result of direct deposit. Your pay may be delayed as the result of an error in direct deposit, so you must notify your payroll office immediately when you become aware of an error. By signing the Direct Deposit Enrollment Form, you give the Research Foundation authorization to retrieve funds from your bank account in order to collect funds to which you were not entitled.

Miscellaneous:

Initial or changes to Direct Deposit normally starts two pay periods after you submit a completed form to your payroll office. On the first pay period that direct deposit information is loaded into our computer system, you are in a pre-notification status. During this pay period you will receive your normal paycheck and a pre-notification deposit statement. This statement will have "0.00" listed as the amount deposited (since direct deposit has not started yet). Please contact the payroll office if you detect an error. (Note: only the last 4 digits of your account number will show on the direct deposit statement.) Your funds should be deposited on payday. Please check with your financial institution for more information regarding when your funds will be available to you. Once direct deposit starts, you will receive a Direct Deposit Statement of Payments emailed directly to your work email address.