



CHECK DISTRIBUTION / DIRECT DEPOSIT

Geotemps, Inc. offers four (4) methods of handling your paychecks and expense checks. We strongly urge you to choose Direct Bank Deposit. We will, however, honor your request as indicated below unless you otherwise notify us in writing. A new signed Check Distribution must be provided to make changes.

EMPLOYEE NAME: _____ **EMPLOYEE ID#** _____
(PLEASE PRINT)

PLEASE CHECK THE APPROPRIATE BOX TO INDICATE HOW YOU WISH TO RECEIVE YOU PAY CHECK

PAY CHECKS and EXPENSE CHECKS

- MAIL CHECK to Employee Address as Listed on Page 8 of this Employee Package
- HOLD FOR PICK-UP in Geotemps' Branch Office
- DIRECT BANK DEPOSIT - provide us with a voided check. **Initial Direct Deposit can take 2 to 3 weeks.** Please choose below how you would like your check handled until Direct Deposit begins:
 - Mail Check
 - Hold Check For Pick-up

OTHERS AUTHORIZED TO PICK-UP EMPLOYEE'S PAY CHECK

- NO ONE ELSE IS AUTHORIZED TO PICK-UP EMPLOYEE'S CHECK
- THE FOLLOWING PERSON(S) IS AUTHORIZED TO PICK-UP EMPLOYEE'S CHECK

(PLEASE PRINT FIRST AND LAST NAME OF PERSON)

The postal system has proved to be unreliable and has delivered employees' paychecks late. Unfortunately, we are forced to delay re-issuance of lost paychecks for a 14 to 21 day waiting period, after the date the paycheck was mailed. **WE STRONGLY URGE YOU TO CHOOSE DIRECT BANK DEPOSIT TO AVOID THIS SITUATION.**

_____ EMPLOYEE'S SIGNATURE	_____ DATE
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