

NAME: _____ New Change / Effective _____
 (Please Print)

PAY & EXPENSE CHECKS – PLEASE SELECT **ONE** METHOD FOR RECEIVING YOUR PAY AND EXPENSES.

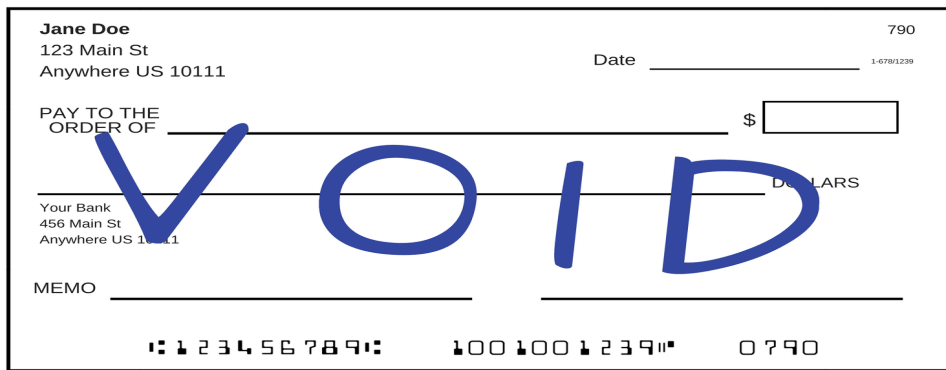
DIRECT BANK DEPOSIT Employee MUST provide banking (or prepaid card) information via a voided check or bank printout (“Direct Deposit / Automatic Payment Information Form”) that states 1) bank name, 2) routing number, 3) account number, and 4) account type (ex. savings, checking, or prepaid card). Deposit slips **cannot** be accepted.
Paychecks will be mailed to employee as a default

- Attached is a voided check
- Attached is a bank printout (screen shots must include all four (4) required items noted above)
- It’s been < 90 days since I last received a Geotemps direct deposit; please use that bank information.

MAIL CHECK to employee at address of your choice. Note that Geotemps mails all paychecks in a timely manner and accepts no responsibility for whether an address is serviceable, or the time taken to deliver a check. If Geotemps issues a stop-payment on a check on your behalf, you will be assessed a \$40.00 fee.

Address: _____

Attach voided check here:



I HAVE TAKEN THE TIME TO REVIEW THIS FORM IN ITS ENTIRETY AND UNDERSTAND MY RESPONSIBILITY TO PROVIDE THE PROPER INFORMATION IN A TIMELY FASHION. SHOULD I WISH TO MAKE A CHANGE I WILL DO SO BY SUBMITTING A REPLACEMENT FORM. I UNDERSTAND THAT IT MAY TAKE UP TO SIX (6) BUSINESS DAYS TO PROCESS MY REQUEST AND WILL MAKE THE NECESSARY ARRANGEMENTS DURING THE INTERIM.

 Signature

 Date