

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

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

DIRECT BANK DEPOSIT - Provide your banking information via a Voided Check or Bank Printout. Deposit slips **cannot** be accepted. Should you opt to complete the banking information by hand and it is inaccurate, your pay may be delayed for up to 4 business days from the time you provide the correct information. If the information is illegible, we will default to your choice of “mail” or hold for pickup” below. *Occasionally, an initial direct deposit may not be set up prior to the first payroll.* For these rare occasions, please indicate how you would like your first paycheck handled if direct deposit is not set up in time: Mail Hold for pickup

Attached is a voided check My bank information is as follows:
 Attached is a bank printout Bank Name _____
 It's been < 90 days since I last received a Geotemps Account Number _____
 direct deposit; please use that bank information. Routing Number _____

HOLD FOR PICKUP in Geotemps' Branch Office Specify Branch _____
 No one else is authorized to pick up my check
 The following individuals are authorized to pick up my check. I understand it is required to show picture ID each time but they may NEVER address personnel matters or make a personnel change.

First and Last Name(s)

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.

Address: _____

City: _____ State: _____ Zip: _____

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 BUSINESS DAYS TO PROCESS MY REQUEST AND WILL MAKE THE NECESSARY ARRANGEMENTS DURING THE INTERIM.

Signature

Date