

## DIRECT DEPOSIT FOR PAYROLL

Enrolling into direct deposit is a very easy process and will benefit both the employees and the company. We will be offering 2 different options for our direct deposit program.

**Effective July 1<sup>st</sup>, 2012, CCI will no longer mail paychecks or paystubs since they are widely available on the internet and thru email. This decision is to help cut down costs each week of continuously rising postage and supplies plus extra labor to print and process. \*\*\* If you already receive your paystub via email, you will not need to respond unless you wish to change something on your account \*\*\***

### **Direct Deposit - with email Paystub**

- Your Paycheck will be deposited into your specified bank account on Friday mornings
- Your Paystub will be emailed to you on Thursday evenings. It is sent in an encrypted file and you must use a password to access the file (the first 4 letters of your last name and the last 4 digits of your social security number. Ex... Abcd9999). Your information is safe!!
- Your paystub is also uploaded to "View My PayCheck", which you may login from anywhere and anytime for current paystubs, historical paystubs and w-2's.
- If mistakes appear on your paycheck, they can still easily be fixed with an additional physical check or additional deposit the following payday if necessary.
- Your paycheck will be deposited on Thursdays if a Federal Reserve Holiday occurs on a Friday.

### **Direct Deposit - Pay Card (from Kroger, Wal-mart, etc already activated)**

- Retrieve the direct deposit information for your specific account (available when you activate).
- All other information is the same as regular direct deposit once established (see above).
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For CCI to be able to process Direct Deposit by Friday, it requires office staff to complete this task earlier in the week, therefore, it will be a **Requirement** to have all correct time turned in on Monday and no later. CCI must submit payroll information on Wednesdays for paychecks on Friday. If time is turned in later than needed, it may cause a delay in your check or lack of it being submitted for direct deposit.

### **View My Paycheck Info:**

To get access, employees must give CCI an email address to send an "invite" to start the login process. Once received, follow the instruction on how to login. View My Paycheck gives you current paystub data and all historical paystub data as long as you are employed at CCI.

Get there from Google, search by "view my paycheck" or go to <https://viewmypaycheck.intuit.com>  
Since View My Paycheck is online, it's available 24/7 for any reason.

### **Emailed Paystub Info:**

Every week your paystub will be emailed – you will need a passcode to open the PDF file.  
Password: First 4 digits of last name followed by last 4 digits of SSN

**PLEASE COMPLETE THE ATTACHED FORM INDICATING YOUR CHOICE AND RETURN TO THE OFFICE**

**AUTHORIZATION FOR DIRECT DEPOSITS – EMPLOYEE FORM**

This authorizes CCI of Arkansas (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

**Note: If using two accounts, the second account pulls the balance not requested in account #1.** (i.e. Percentage = 75% / 25% OR Amount = \$100 / balance). You cannot request a specific dollar amount in Acct #2. Please call for assistance if needed.

**ACCOUNT #1**DEPOSIT (**amount or %**) .....

ACCOUNT TYPE (CIRLCE)      CHECKING      SAVINGS

EMPLOYEE BANK NAME .....

BANK ROUTING NO (ABA#) .....

ACCOUNT NUMBER .....

**ACCOUNT #2**DEPOSIT ("**balance**" or %) .....

ACCOUNT TYPE (CIRLCE)      CHECKING      SAVINGS

EMPLOYEE BANK NAME .....

BANK ROUTING NO. (ABA#) .....

ACCOUNT NUMBER .....

**This AUTHORIZATION will be in effect until the Company received a written termination notice from myself and has a reasonable opportunity to act on it. I accept direct deposit and I wish to receive my paycheck via direct deposit using the following option (check one):**

Email Paystub TO: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ LAST 4 DIGITS OF SSN \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_