

PLEASE NOTE: To have your check Direct Deposited you  
MUST have an email address.

# LIFE PATTERNS, INC.

## Direct Deposit Signup Form

**NEW**        **CHANGE**

(Check "NEW" for first time signup for Direct Deposit and "CHANGE" if you need to amend a pervious application.)

<b>Section 1 - Information</b>	
<ol style="list-style-type: none"> <li>1. To sign up for Direct Deposit, the employee is required to fill out this form.</li> <li>2. Direct Deposit is available to anyone who has a checking or savings account at any bank, savings and loan, or credit union.</li> <li>3. This agreement remains in effect until canceled by the employee or when the employee terminates employment with Life Patterns, Inc.</li> <li>4. If the employee wishes to change to a newly selected financial institution, they would need to complete a Direct Deposit Sign-up Form marked "Change". It is recommended that the payee maintain accounts at both financial institutions until after the new financial institution receives the employee's Direct Deposit payment.</li> <li>5. Direct Deposit may not be split into savings and checking. You must either choose one or the other.</li> </ol>	<ol style="list-style-type: none"> <li>6. <u>THE EMPLOYEE MUST ATTACH A VOIDED CHECK TO THIS FORM OR A STATEMENT FROM THE BANK WITH BANK ROUTING &amp; ACCOUNT NUMBER. FAILURE TO PROVIDE THIS WILL PREVENT THE PROCESSING OF YOUR DIRECT DEPOSIT REQUEST.</u></li> <li>7. Direct Deposit usually begins with the next payroll check after the employee signs a Direct Deposit Sign-Up Form, if received by the 5<sup>th</sup> or the 20<sup>th</sup> of the month assuming no errors show up on a test transmission.</li> <li>8. Employees choosing Direct Deposit will be able to view and print paystubs on "ViewMyPaycheck" online. An email address is needed for this service. Complete instructions for this free service will be sent to employees via email as part of the Direct Deposit signup process.</li> </ol>
<b>Section 2 – Bank Account Information</b>	
Name and address where you bank  <hr style="width: 100%;"/> <hr style="width: 100%;"/> <hr style="width: 100%;"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings Checking or Savings Account Number: _____  Routing or ABA Number: _____  
<b>Section 3 – Employee Information</b>	
    <hr style="width: 100%;"/> <p style="text-align: center;">Employee's Name (Please Print)</p> Last four digits Social Security Number ____-____  Email: _____  <hr style="width: 100%;"/> <p style="display: flex; justify-content: space-between;"><i>Employee's Signature</i>                      <i>Date</i></p>	<p><b>In signing this form, I authorize my payroll check(s) to be sent to the financial institution named above. Written authorization of the employee is required before any adjustment is made by Life Patterns, Inc. or the financial institution named above associated with Direct Deposit. My signature indicates that I am agreeing that I am either the account holder or have the authority of the account holder to authorize my employer to make Direct Deposits into the named account.</b></p>

(All sections of this form must be completed properly. Incomplete forms will not be processed.)