Orion ISO, Incorporated

9400 Golden Valley Rd, Golden Valley, MN 55427

Direct Deposit / E-mail Earning Statement Sign Up Form

Sign Up for Direct Deposit:

For payroll, you will receive an earnings statement showing gross wages, taxes, other deductions, and net pay. Your money will be deposited into your account on the pay date. For expenses, you will receive a document much like a check, identifying payee and amount. Your money will be deposited into your account on the Wednesday after the Friday due date.

Direct Deposit is safe, convenient, and easy. To take advantage of this service, complete the attached authorization form below, including a voided check, which gives us the appropriate information needed to deposit your checks into your account, and return it to the above address.

Please note that we will "prenote" your first Direct Deposit to the bank and make sure they confirm the validity and accuracy of the information before an actual Direct Deposit takes place. This means your first payroll will be in the form of a check. If the bank states the information was correct, all subsequent payroll payments will come via Direct Deposit.

EMPLOYEE AUTHORIZATION- Please fill out and return to the address above

I authorize Orion ISO, Inc and the financial institution listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my:

☐ Checking Account ☐ Savings Account

I would like this service for my:

☐ Expenses ☐ Payroll

This authority will remain in effect until I have cancelled it in writing. Date_____

_____ _____

Financial Institution *Name (Please Print)*

_____ _____

Branch *Social Security Number*

_____ _____

City *State* *Signature*

ATTACH A VOIDED CHECK FOR VERIFICATION OF ROUTING AND TRACKING NUMBERS.
PLEASE WRITE WORD **"VOID"** ON YOUR CHECK.

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Sign Up for Electronic Earning Statements:

Orion ISO offers employees the option of having earnings statements emailed to your email account. If you chose this option you will not receive an earnings statement in the mail. It is your responsibility to inform payroll of any email address changes.

_____ *Yes, I am choosing to have my earning statements e-mailed to me.*

_____ _____

Email Address *Signature*