



Direct Deposit Form

- Start Notice (allow 2 pay periods – the first is a test, the second will actually deposit funds.)
NOTE: AIM/BCCIL makes every effort to process timesheets efficiently so that your funds are available on Friday. It is your responsibility to check with your banking institution to verify the funds are accessible to you.
- Stop Notice (MUST BE in AIM/BCCIL's office by Monday of payroll week.)
NOTE: If you forget to inform AIM/BCCIL, you will need to wait until AIM/BCCIL recovers the funds sent to your institution in error, which may take up to 4 business days after your scheduled payday. Fees may apply.

Authorization agreement for automatic deposits (ACH credits)

I hereby authorize AIM/BCCIL Payroll Services to initiate automatic deposits to my account at the financial institution named below. I also authorize AIM/BCCIL Payroll Services to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold AIM/BCCIL Payroll Services responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until AIM/BCCIL Payroll Services receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

I work for _____ (Consumer/Employer/Rep)

Account Information

Select one: Checking (Attach a voided check) Savings

Name of Financial Institution: _____

Account Number: _____ ACH routing number: _____

First Name Middle Initial Last Name

Address

City State Zip Code Daytime phone number

Authorized Signature(s)

Signature (required) Date

Joint Signature (if applicable) Date

**IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOU
AND MAY DELAY YOUR DIRECT DEPOSIT PROCESS**

TO: Attendants/Support Services Workers

FROM: Payroll Department

SUBJECT: **Direct Deposit**

Please see attached form to be completed if you choose to have your net pay sent directly to your financial institution.

Direct Deposit Information:

Upon receiving a completed form, it will be submitted with the next pay period as a test or pre-note. You will still receive your regular paycheck. The bank requires a test to check the routing numbers first to eliminate errors.

If there is an error, we will contact you so it may be corrected. Then the next time it will again be a test and you will still receive your regular paycheck.

Providing the pre-note is successful, direct deposit will start and the funds will be available to you 48 hours after we submit them. This means that you must have your timesheet in **Wednesday** of the week following the close of the pay period. Please follow your payroll schedule for the dates your timesheet must be received in the office for your check to be direct deposited to your account.

*****Always check your account to confirm your financial institution has deposited the funds.**

If you want to stop your direct deposit for any reason, notification must be received in our office by **Monday** of payroll week. It may not be verbal. It must be in writing. Please check the proper box on the attached form to stop direct deposit and be sure to date and sign the form.

If you want to change accounts, you must stop the current direct deposit, and then re-submit a new form. It will be handled as a "new" direct deposit and will follow the set up steps listed above.

Important note:

If you forget to stop your direct deposit (for instance you closed the account or switched banks), we will issue you a "live" check once the funds are returned to AIM/BCCIL Payroll Services. This may take up to 4 business days after your scheduled pay date.

If you have any questions please call our office (610-376-0010) between 9 a.m. and 4:30 p.m., Monday through Friday.

Form on reverse side