



EMPLOYEE AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL

Mechanical Services & Design, Inc.'s Direct Deposit Policy

It is requirement of all employees of Mechanical Systems of Dayton, Inc. to have an established checking or savings account so we may directly deposit your payroll each week. A direct deposit notice will be mailed to you as proof of the deposit. Please note that it is MSD's payroll policy that each employee is paid two weeks in arrears. After the first paycheck deposit, field staff members will be paid on a weekly basis. Office staff members will be paid on a bi-weekly basis.

I hereby authorize Mechanical Systems of Dayton, Inc. to initiate credit entries to checking/savings account(s) indicated below for recurring payroll transactions. I understand that if a correction in the amount credited is necessary, it may involve an adjustment (credit or debit) to my account. This authorization remains in full effect until I revoke it by giving written notice of its termination in such time and in such manner as to allow my employer reasonable time to act on it. Mechanical Systems of Dayton, Inc.'s company bank is 5/3rd Bank.

Employee Signature _____

Date _____

Section 1: Employee Information

Employee Name: _____ S.S.N.# _____ - _____ - _____

Address: _____

City/State/Zip Code: _____ Phone #: _____

Section 2: Bank Information

You may designate different accounts for direct deposit. Please designate either a dollar amount or percentage of the net paycheck amount (after taxes and deductions) to be deposited in each account. **Please attach a "voided" or cancelled check for each checking account.**

Bank Name	Account Type: Checking or Savings	Bank Routing #	Account #	Dollar Amount or Percentage of Total Paycheck to Deposit

FOR PAYROLL USE:

Date set-up: _____

Set-up by: _____