



JR SIMPLOT COMPANY EMPLOYEE AUTHORIZATION FOR DIRECT DEPOSIT

NAME: _____ WORK LOC: _____

EMPLOYEE NUMBER: _____ SSN: _____

If depositing into a checking account, attach a copy of a voided check to ensure accuracy. Deposit slips may be submitted in place of a voided check **only** if it has a routing number starting with a 0, 1, 2 or 3. Please verify with your bank if in doubt.

<input type="checkbox"/> OPTION 1 <input type="checkbox"/> Checking <input type="checkbox"/> Savings								<input type="checkbox"/> New <input type="checkbox"/> Cancel <input type="checkbox"/> No Change			
ROUTING NUMBER								Bank Name:			
								ACCOUNT NUMBER		\$ NET AMOUNT	

<input type="checkbox"/> OPTION 2 <input type="checkbox"/> Checking <input type="checkbox"/> Savings								<input type="checkbox"/> New <input type="checkbox"/> Cancel <input type="checkbox"/> Change Amount <input type="checkbox"/> No Change			
ROUTING NUMBER								Bank Name:			
								ACCOUNT NUMBER		Amount \$	

<input type="checkbox"/> OPTION 3 <input type="checkbox"/> Checking <input type="checkbox"/> Savings								<input type="checkbox"/> New <input type="checkbox"/> Cancel <input type="checkbox"/> Change Amount <input type="checkbox"/> No Change			
ROUTING NUMBER								Bank Name:			
								ACCOUNT NUMBER		Amount \$	

➤ UPON YOUR RESIGNATION OR TERMINATION, ALL DIRECT DEPOSIT INFORMATION WILL BE DELETED. IF YOU ARE EMPLOYED WITH THE J.R. SIMPLOT COMPANY AT A LATER DATE YOU MUST COMPLETE A NEW DIRECT DEPOSIT FORM.

I AUTHORIZE THE J.R. SIMPLOT COMPANY TO MAKE DEPOSITS TO MY BANK ACCOUNTS LISTED ABOVE. IN THE UNLIKELY EVENT OF A DEPOSIT ERROR, I AUTHORIZE THE J.R. SIMPLOT COMPANY TO MAKE ADJUSTMENTS TO CORRECT THE ERROR. I AM RESPONSIBLE FOR ADVISING THE J.R. SIMPLOT COMPANY OF ANY CHANGES AFFECTING DIRECT DEPOSIT PAY TRANSMISSIONS.

EMPLOYEE SIGNATURE _____ DATE _____ PHONE # _____

I AGREE TO PROMPTLY NOTIFY THE J.R. SIMPLOT COMPANY OF ANY CHANGES TO MY CONTACT INFORMATION. I RECOGNIZE THAT FAILURE TO DO SO MAY LEAD TO A DELAY, OR FAILURE, OF DELIVERY OF IMPORTANT EMPLOYMENT DOCUMENTATION INCLUDING, BUT NOT LIMITED TO, MY PAY STUB. IF EMPLOYMENT DOCUMENTATION, SUCH AS MY PAY STUB, IS RETURNED TO THE J.R. SIMPLOT COMPANY DUE TO INACCURATE CONTACT INFORMATION, COPIES OF THIS DOCUMENTATION WILL BE MAINTAINED BY THE J.R. SIMPLOT COMPANY AND IT WILL BE MY RESPONSIBILITY TO CONTACT THE J.R. SIMPLOT COMPANY IN ORDER TO RETRIEVE IT.

PLEASE RETURN THIS FORM TO YOUR LOCAL HR/PAYROLL REPRESENTATIVE VISIT US ON THE INTRANET AT: <http://sharepoint/Payroll/default.aspx>