

WILKS MASONRY LLC

Direct Deposit Agreement Form

Please Print

Account Information	
Employee Name:	
Employee ID Number:	
Name of Financial Institution:	
Branch Name:	
Address of Financial Institution:	
Routing Number:	
Account Number:	

Wilks Masonry requires documentation containing your bank's name, your name, your account number and your routing number in order for a direct deposit to go into effect.

Please attach a voided check or copy of your banking information and return this form to the HR Department. You can also fax this form to: 254-442-1266 make sure you include a voided check.

If or when you happen to change accounts you must fill out a new form and return it to the HR Department as soon as possible. You will receive a paper check the first pay period after submitting this form. The banks require one test payroll deposit before they will accept your direct deposit. Please make sure that you have a correct address on file so your check will be mailed to the correct address.

Please Select One: Checking Savings

Authorization Agreement
I hereby authorize Wilks Masonry to initiate automatic deposits to my account at the financial institution named above. I also authorize Wilks Masonry to make withdrawals from this account in the event that a credit entry is made in error.
Further, I agree not to hold Wilks Masonry accountable 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 Wilks Masonry receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Human Resources Department.

Employee Signature: _____ Date: _____

WILKS MASONRY LLC

Employee Pay Selection Form

You have options to receive your pay, as listed below. Please review them and make your selection by initialing your choice and signing below.

<input type="checkbox"/> _____ Initials	<p>DIRECT DEPOSIT I select direct deposit for disbursement of my pay.</p> <p>I hereby authorize Wilks Masonry LLC to initiate deposits of my net pay into the account at the financial institution shown on the attached personal check and further authorize the Financial Institution to credit the account indicated with the deposits. If funds to which I am not entitled are deposited to my account, I authorize debits from my account and the return of such funds. This authority is to remain in effect until Company or Financial Institution has received notification from me or termination of such authorization in such time and such manner as to afford Company and Financial Institution a reasonable opportunity to act on the instructions or until Company or Financial Institution cancels the direct deposit arrangement.</p> <p>I have attached a voided personal check or a bank letter with account information.</p> <p>Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p>
<input type="checkbox"/> _____ Initials	<p>FIRST FINANCIAL BANK Debit Card</p> <p>The MasterCard® Payroll card may be used to make purchases from any merchant who accepts Debit MasterCard® cards. Use it in stores and restaurants, online, for travel, and more. You can also use the card to get cash from ATMs. It eliminates the need to pick up your paycheck, wait for it to be mailed, or pay for it to be cashed. You are automatically eligible for the Card and there is no application or approval process. Many card transactions are free, but there are fees for other transactions. Review the "Schedule of FREE Services and Fees" included with your Debit Card.</p>

I authorize Wilks Brothers to disburse my pay by direct deposit or First Financial Bank according to the selection I initialed above. If I don't make a selection within 14 days of employment, I agree that my pay will be disbursed using First Financial Bank. I understand that I can change my pay selection at any time in the future.

Signature

Employee Number

Date

Printed Name