



- New Request
- Add/Change effective ___/___/___
- Stop ALL direct deposits effective ___/___/___

Payroll Direct Deposit Information and Consent

- **Verify** - We encourage you to verify the deposit of your paycheck. AIE will not know if your check has been deposited into your account; making verification your responsibility. Please never assume that your check will be in your account and available to you before you have verified the deposit. If you write checks against money that is not there, you may “bounce” a check. AIE will not be responsible for any penalties or fees incurred.
- **Pay Stubs** - Pay stubs will be available online at www.globalcashcard.com
- **Understand** – If technical difficulties arise, processing a direct deposit may not be possible. In this event, you will be notified and receive a paper check rather than a direct deposit. It will be your responsibility to pick up your check from your Aloha International office or to make other arrangements.
- **Notify Us of Changes** – If there is a change in your banking account you must notify us. Please provide us with a newly completed direct deposit form with a voided check attached. During the processing period, if necessary, you will receive paper checks. Do not close your account without notifying us first. Funds that are deposited to a closed account take several days to be returned to Aloha International, and we will not be able to issue you a paper check until the return of these funds has been verified.

Name (last, first, middle)		Address		Last 4 digits Soc Sec	Phone
Action	Bank Routing No. (9 digits)	Account No. (up to 17 digits)	Deposit Type		Account Type
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete			<input type="checkbox"/> Amount \$_____ <input type="checkbox"/> Percent %_____ <input type="checkbox"/> Balance		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
2nd Account					
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete			<input type="checkbox"/> Amount \$_____ <input type="checkbox"/> Percent %_____ <input type="checkbox"/> Balance		<input type="checkbox"/> Checking <input type="checkbox"/> Savings

I understand and agree to adhere to the policies explained above. I hereby authorize Aloha International Employment, Inc. to initiate electronic credit entries directly into the account(s) listed above and initiate, if necessary, debit entries and adjustments for any credit entries in error to my account listed above. I have attached to this authorization form a MICR encoded voided check or a letter from my bank.

Employee's Signature

Date

IMPORTANT - PLEASE REVIEW. To ensure that there are no delays with your direct deposit; please make certain that the following has occurred: 1.) You have read and understand this form 2.) You have completed, signed and dated this form; and 3.) You have attached a voided check from your account or a letter from your bank.

FOR AIE USE ONLY-DO NOT COMPLETE: EMPLOYEE #: _____ <input type="checkbox"/> Temp <input type="checkbox"/> Leasing Company EE assigned to: _____ Date DD Effective: ___/___/___ or IMMED
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