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**Date:** August 11, 2006  
**To:** All Employees  
**From:** Rebecca Lawson, Human Resource Manager  
**Re:** Direct Paycheck Deposit

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Yes, it is finally happening!! Many employees have requested recently that it would be a great benefit to have direct deposit and we are proud to announce that we are starting a **Direct Deposit Program in 2006.**

**Here's how it works . . .**

- You are not required to select a specific bank to deposit your funds into. *You can use your own bank where you presently have your own personal account- either checking or savings.*
- *Your bank should NOT charge you anything for this benefit!*
- Complete the attached forms authorizing us, as your employer, to deposit your weekly paycheck into your account; AND to authorize the bank to make corrections to your account *only* if they should make an error; AND attach a voided check or deposit slip to the bottom of either form (just one voided check or deposit slip is necessary).

Your weekly Direct Deposit will be made to your specified account at the opening hour on the morning of our scheduled Friday paydays. A weekly paystub summary will be provided to you by your foreman or can be picked up at the office. After receiving your completed Direct Deposit Form and voided check at our Office, it will take approximately 2-3 weeks before your first Direct Deposit will start. You will continue receiving a paycheck in the meantime.

**If we do not receive your completed information by this required date, we will assume that you do not wish to participate in the Direct Deposit Program. In that case, we must inform you that once the Direct Deposits have officially started in effect our office will NO LONGER be hand delivering weekly paychecks to your jobsite each week (if this service was offered to your jobsite previously.)**

**Anyone who does *not* participate in the Direct Deposit Program will have an actual paycheck printed; paychecks and paystub summaries can be picked up at our office after 3:00 PM on Thursdays AND paychecks/paystub summaries not picked up by Friday at close of the day will be put in the U.S. postal regular mail to your address as printed on your paycheck. We can not overnight paychecks and can not be held responsible for the length that it might take the US postal service to deliver your paycheck. If you choose not to sign up for Direct Deposit now, and wish to do so later you may pick up a Direct Deposit Form at the Office.**

*We hope you take advantage of this new benefit.* Should you have any questions during this transition, please contact our Payroll Department or feel free to contact me at our Office.

Lee Mechanical Contractors, Inc

Missouri  
P.O. Box 663  
Park Hills, MO 63601  
Phone 573.431.6628  
Fax 573.431.4560

www.leemechanical.com

# Sample

## AUTHORIZATION AGREEMENT DIRECT PAYMENTS (ACH DEBITS)

I (we) hereby authorize Lee Mechanical Contractors Incorporated, hereinafter called COMPANY, to debit entries to my (our) account indicated below and the Financial Institution named below, hereinafter called FINANCIAL INSTITUTION, to debit such account. I (we) acknowledge the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

ABC Bank

Farmington

(Financial Institution Name)

(Branch)

123 Main St

Farmington, MO

63640

(Address)

(City-State)

(Zip)

001234589

5312456

Type of Acct:  Checking  Savings

(Routing/Transit Number)

(Account Number)

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

John Doe

(print individual name)

517-89-244 (Social Security #)

(print individual ID number)

Jane Doe (spouse)

(print individual name)

Spouse SS #

(print individual ID number)

*John Doe*

(Signature)

*Jane Doe*

(Signature)

01/07/06

(Date)

**PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM**

John and Jane Doe	1254
123 Second St.	VOID
Park Hills, MO	January 1, 2006
Pay to the Order of: _____ VOID _____	\$VOID
_____	VOID

**AUTHORIZATION AGREEMENT  
AUTOMATIC DEPOSITS (ACH CREDITS)**

# Sample

I (we) hereby authorize Lee Mechanical Contractors Incorporated, hereinafter called COMPANY, to initiate credit entries to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to credit the same to such account I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

ABC Bank

Farmington

(Financial Institution Name)

(Branch)

123 Main St.

Farmington, MO 63640

(Address)

(City/State)

(Zip)

091234589

5312456

(Routing Number)

(Account Number)

Type of Acct:  Checking  Savings

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

John Doe

(Print Individual Name)

517-89-2114

(Print Individual ID Number)

*John Doe*

(Signature)

01/06/06

(Date)

**AUTHORIZATION AGREEMENT  
DIRECT PAYMENTS (ACH DEBITS)**

I (we) hereby authorize Lee Mechanical Contractors Incorporated, hereinafter called COMPANY, to debit entries to my (our) account indicated below and the Financial Institution named below, hereinafter called FINANCIAL INSTITUTION, to debit to such account. I (we) acknowledge the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

(Financial Institution Name)	(Branch)
(Address)	(City-State) (Zip)
(Routing/Transit Number)	(Account Number) Type of Acct: <input type="checkbox"/> Checking <input type="checkbox"/> Savings

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to terminate it.

(print individual name)

(print individual ID number)

(print individual name)

(print individual ID number)

(Signature)

(Signature)

(Date)

**PLEASE ATTACH COPY OF VOIDED CHECK TO THIS FORM**

**AUTHORIZATION AGREEMENT  
AUTOMATIC DEPOSITS (ACH CREDITS)**

I (we) hereby authorize Lee Mechanical Contractors Incorporated, hereinafter called COMPANY, to initiate credit entries to my (our) account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to credit the same to such account I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

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(Financial Institution Name)                      (Branch)

---

(Address)                      (City/State)                      (Zip)

---

(Routing Number)      (Account Number)

Type of Acct: \_\_\_ Checking \_\_\_ Savings

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

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(Print Individual Name)

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(Print Individual ID Number)

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(Signature)

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(Date)