

## Commonly Asked Questions

1. When will my money be in my Bank Account?

**Payroll will be processed as normal. We will send your pay information to the bank to post to your account. It will then be up to your individual bank to post the money to your account. Depending on your bank, you should expect to see your Direct Deposit in your account by Friday. We cannot guarantee when your bank will post your deposit to your account.**

2. What if my Timecard is late?

**If your timecard is late then your Direct Deposit may be late. We need to receive your timecard in a timely manner in order to process your check and meet the deadline for the payroll transmission to the bank.**

3. What do I do if I need to cancel my Direct Deposit or my bank account number has changed?

**If you change banks or account numbers you must complete a new Direct Deposit Account Info. Form and attach a new canceled check. It must be received in our Payroll office no later than the Monday prior to the pay date you want it to be effective. If your bank account is no longer valid and we have transmitted your pay to that account, you will need to wait for the money to be returned to Technical Needs. Once we receive the money back you will be issued a replacement check.**

4. Can I have my money go into more than one account?

**At the present time, you can only have your pay go to one bank account.**

5. What happens if there is a bank holiday?

**If there is a bank holiday then your Direct Deposit may be delayed in posting to your account. Technical Needs will process your pay as usual. We cannot assure you that it will make the direct deposit at any specific time on any given payday.**

6. What if I incur bank service charges due to a delay in the funds being posted to my account?

**It is your responsibility to check with your bank to ensure that they have posted the funds to your account. Any service fees you may incur are your responsibility.**

7. What if my assignment ends, but I later return to work at Technical Needs on a new assignment?

**Your Direct Deposit will stay in effective when you return to work unless you notify the Payroll Dept. of any changes or to cancel your Direct Deposit.**

## DIRECT DEPOSIT POLICY AND AUTHORIZATION

You may choose to have Technical Needs North, Inc. (the "Company") deposit your weekly net pay directly into your bank account. To start direct deposit, read this document. If you have any questions about direct deposit ask **Carol White** for assistance. If you do not have any questions and completely understand your responsibilities for participating in direct deposit, sign your name in the space indicated on the second page.

Direct deposit is similar to having the Company mail your paycheck to your bank. You are responsible for verifying that the amount deposited is accurate for each weekly payroll period. It also is your responsibility to verify that the direct deposit money has been deposited in your account before you attempt to withdraw it or write checks against it. The Company cannot assure you that it will make the direct deposit at any specific time on any given payday. Banks sometimes make errors or fail to make direct deposits in a timely manner. Failure to verify that the direct deposit money has been deposited and that the amount deposited is correct may cause you to have overdrafts or even bounced checks. The Company is not responsible for overdrafts or bounced checks or any fees, charges or other problems that arise because you failed to verify the direct deposit. If you discover a mistake with your direct deposit, contact your bank to try and resolve the problem. If your bank cannot resolve the problem, notify Technical Needs Payroll Dept. for assistance.

Participation in direct deposit will require that you provide the Company with information about the bank account where you want your money deposited. A separate form will be provided to you for these purposes. It is your responsibility to notify Technical Needs Payroll Dept. in writing if you close your direct deposit account or your account number changes. It also is your responsibility to notify Technical Needs Payroll Dept. in writing if anything else occurs with your account that could disrupt direct deposit. For example, if your bank's "routing number" changes, your direct deposit could be affected. If you do not know whether a particular change or occurrence could affect your direct deposit, you should contact your bank or Technical Needs Payroll Dept. for further assistance.

Each bank has a different policy about when it will post deposits and allow you access to the deposited money. These differences in policies may affect your direct deposit. For example, if a direct deposit is made on Thursday night, some banks will not allow you to access your money until the following Friday afternoon. Other banks may allow you to access your money on the same night it is deposited. It all depends on your bank. Holidays also may cause delays in your ability to access deposited money. You should contact your bank prior to participating in direct deposit if you have any questions about your bank's policies on when it will post deposits and allow you access to the deposited money. The Company will not be responsible for your bank's policies, practices, acts, or failures to act.

By electing to use Direct Deposit and signing below, you hereby acknowledge that Direct Deposit uses the electronic transmission of funds, and that problems can sometimes occur with electronic transmission of funds at the Company's bank, at your bank or elsewhere which could cause a delay in the transfer of your net weekly pay to your bank account. Accordingly, if any problems occur with Direct Deposit transmissions, and without limiting your responsibility to make sure you have received your payroll deposit for each payroll period, you agree that the Company shall not be responsible for any resulting delay in the deposit of your net weekly pay to your designated bank account. However, the Company will take every reasonable action within its control to minimize the period of any such delay in the transmission of funds.

You are not required to participate in direct deposit. If you choose not to participate, you will receive a paycheck for your wages.

If you choose to participate in direct deposit, you may stop participation by notifying Technical Needs Payroll Dept. in writing. Provided you notify Technical Needs North, Inc. prior to noon on Thursday in any given week, your participation in direct deposit will stop the following week. If you provide notification after noon on Thursday, your participation in direct deposit will stop two weeks later. The Company reserves the right to cease providing direct deposit to any or all employees at any time.

To authorize Technical Needs North, Inc. to start your participation in direct deposit, sign below. Your first direct deposit will occur on the second payday after you submit this form to Technical Needs Payroll Dept.

\_\_\_\_\_  
[Employee Signature]

\_\_\_\_\_  
Date

**Technical Needs - Direct Deposit Application**

**Employee Name:**

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**Social Security Number:**

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**Email Address:**

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**Account Type ( Checking or Savings):**

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**You must attach a Voided Check for Checking Account deposits or a Savings Deposit Slip for Savings Account deposits.**

<b>FOR OFFICE USE ONLY</b>	
<b>ENTERED BY:</b>	
<b>REVIEWED BY:</b>	
<b>DATE:</b>	