

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 your bank to post to your account. It will then be up to your individual bank to credit the money in your bank account. Depending on your bank, you should expect to see your pay in your account by Friday. We cannot guarantee when your bank will post your pay to your account on a specific date.

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 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 Authorization form and attach a new cancelled 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 for the current pay period being processed that week. If your bank account is no longer valid and we have transmitted your pay to that account, you will need to wait for the money to be returned to Tech Needs.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. Tech Needs will process your pay as usual. It will be up to your bank to credit your account based on their schedule. We cannot guarantee your pay will be in your account on a specific date.

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 your pay 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 Tech Needs on a new assignment?

Your Direct Deposit will stay in effect 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. (Tech Needs) deposit your weekly net pay directly into your bank account. To start Direct Deposit, please 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, please sign your name in the space indicated on the second page.

Direct Deposit is similar to having Tech Needs 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 your pay has been deposited in your account before you attempt to withdraw it or write checks against it. Tech Needs 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 your pay has been deposited and that the amount deposited is correct may cause you to have overdrafts or even bounced checks. Tech Needs is not responsible for overdrafts or bounced checks or any fees, charges or other problems that arise because you failed to verify that your pay was credited to your bank account. 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 Tech Needs Payroll Dept. for assistance.

Participation in Direct Deposit will require that you provide Tech Needs 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 Tech Needs Payroll Dept. in writing if you close your Direct Deposit account or your account number changes. It also is your responsibility to notify Tech 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 Tech 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. Tech Needs 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 Tech Needs shall not be responsible for any resulting delay in the deposit of your net weekly pay to your designated bank account. However, Tech Needs will take every reasonable action within its control to minimize the period of any such delay in the transmission of funds. You also acknowledge and agree that upon completion or termination of your assignment your final pay will be direct deposited on the regular payroll schedule with the regularly scheduled pay date.

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 you may stop participation in Direct Deposit by notifying Tech Needs Payroll Dept. in writing. Provided you notify Tech Needs 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. Tech Needs reserves the right to cease providing Direct Deposit to any or all employees at any time.

Please see the additional information about Direct Deposit on our website at www.techneeds.com

To authorize Tech Needs to start your participation in Direct Deposit, sign below and complete the Direct Deposit Authorization Form. Your first Direct Deposit will occur on the second payday after you submit this form to Tech Needs Payroll Dept.

[Employee Signature]

Date

Direct Deposit Authorization Form

Please print and complete ALL the information below.

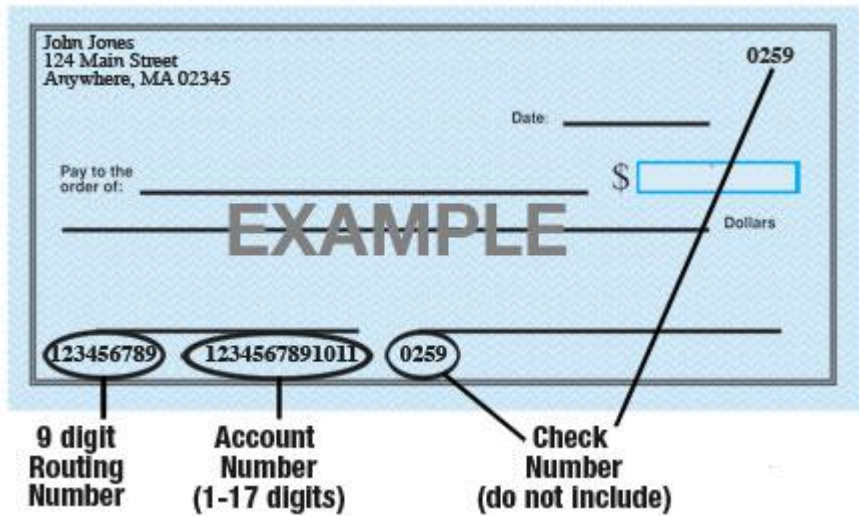
Name: _____

Social Security #: _____

Address: _____

City, State, Zip: _____

Email Address: _____



Name of _____

Bank: _____

Type of Account: Checking Savings (Circle One)

Please attach a voided check or printed account information from your financial institution for the account to which funds should be deposited.

Hand written documents for account information such as routing and account number will not be accepted.

Tech Needs is hereby authorized to directly deposit my pay to the account listed above. This authorization will remain in effect until I modify or cancel it in writing.

Employee Signature: _____

Date: _____