



Direct Deposit Authorization Form

I hereby authorize SEMCIL to initiate entries to my checking/savings accounts at the financial institution listed below and if necessary, initiate adjustments for any transactions posted in error. These entries are for the purpose of payroll.

Employee Type: SEMCIL Traditional DSP SEMCIL PCA CHOICE DUAL

Employee Name _____

Employee ID # _____

Bank Name, Address and Phone Number _____

Please check one:

- Checking Account, please attach a voided check or an official direct deposit form from bank including checking account routing and account numbers.
- Savings Account, please attach an official direct deposit form from bank including savings account routing and account numbers. Savings deposit slips cannot be accepted.

Attach voided check here.

Direct Deposit is an automatic computer banking system to electronically deposit your paycheck directly into your checking or savings account. The advantage to you is an automatic deposit without visiting a bank or ATM. The advantage to us is reduction of paperwork and the assurance of accurate deposits. Virtually all financial institutions participate in this system.

Employee Signature _____

Date _____

Direct Deposit Refusal Form

SEMCIL provide direct deposit of employee paychecks as a benefit to employees. We encourage employees to take advantage of this benefit due to its ease of use for employee and employer.

Employees may refuse direct deposit; however, you must understand and follow the following guidelines:

1. Employees must provide a written notice of refusal of direct deposit, per Minnesota state law, and submit it to the agency.
2. Employees who refuse direct deposit must pick up paychecks in the Rochester office, regardless of work location. ****Paychecks will not be mailed****

I have read the above guidelines and fully understand the direct deposit refusal agreement.

I refuse direct deposit for the following reason:

Employee name: _____
(Please print)

Employee signature: _____

Date: _____

Human Resources: _____

Date: _____