

# Pay Selection Form

Landrum Professional offers a choice of Direct Deposit or Money Network Program to receive your pay. Please complete the authorization agreement below to select your method of receiving your funds.

**You must give 48 hours notice to make changes to your pay selection or close an account.** This authority is to remain in full force and effective until Landrum Professional has received written notification from you or your employer of its change, suspension or termination.

**You will receive a paper check for your payroll, until electronic set-up is complete. Be sure to check your pay envelope each pay period to see if it contains an actual check.**

**DIRECT DEPOSIT**

I hereby authorize LANDRUM PROFESSIONAL to initiate credit entries and to initiate, if necessary, debit entries and adjustment for any credit entries in error to my:

Checking Account

Amount to be deposited each pay period

OR

\$ \_\_\_\_\_

Savings Account

Total check deposited

Bank Name: \_\_\_\_\_

Transit/ABA# \_\_\_\_\_

Account No. \_\_\_\_\_

**FOR DIRECT DEPOSIT** - it takes up to three (3) business days for the ACH to deposit your money into your account. Therefore, money is guaranteed available to you by the third day after payroll is processed, usually on your normal pay day. *NOTE: Bank holidays could cause an additional day delay.* If you would like to receive your money through Direct Deposit, complete the form, and **attach a voided check to the form to insure accuracy of account set-up.** **If faxing, make a copy of the voided check and fax it to 850-474-6448 or email to docs@landrumhr.com along with this completed form.**

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**A paper check will be issued to you if your payperiod is within 14 days of the card request. Be sure to check your pay envelope each pay period to see if it contains an actual check.**

**MONEY NETWORK PROGRAM**

**Money Network Payroll Debit Card** -The Money Network Payroll Debit Card ("Card") provides a dependable, safe, optional, and convenient way to receive and access my pay on and after each payday with the following features: (i) eliminates the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed; (ii) immediate, worldwide access wherever the Money Market is accepted or ATM cash withdrawals, bank-branch withdrawals, and store purchases (including "cash back"); (iii) money transfers to a personal or joint checking account; and (iv) free balance inquiries by phone. I am automatically eligible for the Card and there is no application or approval process. There is no monthly service charge for the Card as long as I am employed by Landrum. Many Card transactions are free, but there are fees for other transactions, and Money Network Checks can be used to access funds free of charge. All of the transaction fees are listed in the Welcome Kit. **Money Network Checks** - The Money Network Check ("Check") is a paycheck that I can easily complete on or after each payday wherever I am, eliminating the need to pick up my paycheck, wait for it to be mailed, or pay for it to be cashed. The Check can be deposited into my personal bank account or cashed for free at Money Network check-cashing partners. There is no fee for using Money Network Checks.

I authorize Landrum to disburse my pay by Money Network Service ("Service"). I agree that my pay will be disbursed by using the Service; however, I understand that I can change my pay selection at any time in the future by submitting a new Employee Pay Selection Form (subject to the time it takes Landrum to implement the change). I understand that my card will be mailed to my home address that is on file with Landrum within 14 business days and at that point payment of wages will be deposited on the Card. A paper check will be issued to me if my payperiod is within 14 days of the Card request. I authorize Landrum to share my name, address, date of birth, social security number and related personal information with the issuing bank and/or the Program Manager to facilitate payment of my wages using the Service, and as provided in the Terms and Conditions of the Service.

**Please confirm that the funds have been posted to your account before withdrawal. You are responsible for ensuring the accuracy of all deposits and notifying us of any deposit errors within thirty (30) days of the date of the deposit.**

If you have any questions regarding your Electronic Pay Selection, please contact Landrum Professional's Documents Management department at (850) 476-5100 or docs@landrumhr.com.

PRINT NAME: \_\_\_\_\_

SS#: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_