



FALCON PAYMASTERS

Your Production Personnel Partner

Phone: 800-515-9896
Fax: 800-559-6402
Email: mail@falconpaymasters.com
www.falconpaymasters.com

Advantages of Using Falcon Paymasters Direct Deposit

Falcon Paymasters is pleased to be able to offer a **new payroll convenience--Direct Deposit**. Now you can have your payroll checks automatically deposited in your checking or savings account. You do not have to make any changes in your present banking relationship to take advantage of this service.

This service:

- Saves trips to the bank.
- Saves time depositing checks – no line to wait in.
- Eliminates the possibility of lost, stolen or forged checks.
- Deposits your net pay directly into your account reducing the possibility of overdrafts.
- Deposits your net pay to your account even if you are on vacation or working away from home.

With Direct Deposit Falcon Paymasters will:

- Send your normal payroll advice
- Deposit your money directly into your account.

Falcon Paymasters believes that you will like:

- The added convenience of having your net pay automatically deposited for you.
- Seeing your deposits online instead of waiting in line at the bank.

The authorization form provided, gives Falcon Paymasters and our financial institution the authority to deposit your net pay into the account of your choosing. Simply send the completed form to Falcon Paymasters in order to take advantage of Direct Deposit.

All you need to do is:

- 1) Mark the box before the type of account to indicate whether your pay will be deposited in your checking or savings account.
- 2) Fill in the date and Information about your financial institution including the Routing Transit & Account Numbers.
- 3) Sign & Date the application.
- 4) Attach a copy of a voided check or a supporting bank document with your routing and account number.
PLEASE NOTE: Lack of support and if there is an error, a \$25 correction fee will be deducted from your paycheck.
- 5) Keep a copy of the Direct Deposit Authorization form for your records.

Direct Deposits may need to be authorized by the appropriate union or agent.

If you have any questions about this process or about Direct Deposit itself, please do not hesitate to call me.

Susie Kocsis
1-800-515-9896 Ext 5



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AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

COMPANY NAME: FALCON ENTERPRISES, INC. dba FALCON PAYMASTERS

I HEREBY AUTHORIZE FALCON ENTERPRISES, INC. dba FALCON PAYMASTERS, hereinafter called **COMPANY**, to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my: _____ Checking account or / _____ Savings account each pay period. I acknowledge that the origination of ACH transactions to my account must comply the provisions of U.S. Law.

I HEREBY AUTHORIZE FALCON ENTERPRISES, INC. dba FALCON PAYMASTERS to send my check advice by email if the email address is filled in on this Authorization Agreement.

(Please Print)

Depository/Financial Institution Name: _____

Financial Institution: _____ City: _____ State: _____ Zip Code: _____

Financial Institution Routing/Transit Number: _____

Account Number at Financial Institution: _____

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

Name: _____ Email: _____

Signature: _____ Date: _____

Please Note: Deposit slips will be sent by email to the email address provided by employee.

Attach Voided Check or copy here

Please keep a copy of the Authorization for your records