



## Direct Deposit Authorization

This authorizes SAILS Washington to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my account indicated below and to other accounts I identify in the future. This authorizes the financial institution holding the Account to post all such entries.

**EMPLOYEE NAME** (as listed on bank account)

**BANK NAME**

**BANK ACCOUNT NUMBER**

☐ Checking ☐ Savings

**BANK ROUTING NUMBER**

- ✓ If you are depositing into a checking account you must attach a **voided check** (not deposit slip) from the checking account listed above to this form in order to use direct deposit.
- ✓ If you are depositing into a savings account, you must attach a **deposit slip** for the savings account listed above to this form in order to use direct deposit.

**ATTACH HERE PLEASE**

I understand that all banking information will be kept strictly confidential, and used only for the purposes set forth herein. Direct deposits for complete time sheets will be posted into accounts on the regularly scheduled payday each month, or the Friday before if on a weekend. I acknowledge that I have read and understand the guidelines and information on the back of this form. I am responsible for notifying SAILS Washington of any changes to my banking information. This authorization takes effect immediately and will be in effect until SAILS Washington receives a written termination notice from me and has a reasonable opportunity to act on it.

**EMPLOYEE PRINTED NAME**

**EMPLOYEE SIGNATURE**

**DATE**

**EMAIL ADDRESS**

*For SCA office use only:*

Date entered in system: \_\_\_\_\_

Date of 1st direct deposit: \_\_\_\_\_



## **Direct Deposit Information**

We encourage all SAILS Washington employees to sign up for direct deposit for their paychecks. Direct deposit is a safe, confidential, no cost, reliable way to receive your paychecks.

### **Please note the following:**

In order to sign up for direct deposit, you will need to complete, sign and return the Direct Deposit Authorization Form.

- Direct deposit is a one-time voluntary choice. Once started, all of your paychecks will be directly deposited, unless you cancel direct deposit permanently in writing. Pay stubs will be mailed one day prior to pay date.
- If you choose not to take advantage of direct deposit, checks will be mailed one day prior to the pay date.
- The Direct Deposit Authorization form must be completed and signed. A voided check or bank authorization must be attached.
- Direct deposits for Home Care employees will be posted to your account on or before the 10<sup>th</sup> of each month – however, you must have your time sheet in our office by 8 am on the first day of the month and it must be complete and correct. For those with late, incorrect or incomplete time sheets, direct deposits will be blocked and paychecks may be delayed by several days. Check your time sheets carefully please.
- Direct deposits for Admin, Residential Services, Employment Service, Children's Home and Community Engagement Employees will be posted to your account on or before the 10th and 25th of each month (exception would be holidays or weekends).

If you have any questions about direct deposit, please contact us at (425) 333-4114 or email us at [contact@SAILSGroup.com](mailto:contact@SAILSGroup.com).