



Direct Deposit

Instructions

Instructions for Participating in Direct Deposit

1. Most banks, savings and loans, and some credit unions participate in the Automated Clearing House network. Please confirm that your financial institution is able to receive your Direct Deposit through this program.
2. Determine whether you want your paycheck deposited to your checking or savings account. An account that offers any checking privileges is considered a checking account.
3. Complete and sign the Enrollment / Authorization Form for Direct Deposit.
4. Attach a VOIDED check to the completed and signed Enrollment / Authorization form.
5. Your paycheck will be credited to your account on the business day following the date payroll is processed at the participating financial institution of your choice. Depending on the funds pick-up schedule of your individual financial institution, your funds may not be SEEN in your account the business day following your payroll process date. Some financial institutions do not POST funds until midnight, which may delay the availability of your funds a day or so. Please be aware that it is up to YOU to know your financial institution's policy.
6. Cancellation of this Enrollment / Authorization must be in writing to the Payroll Department.

NOTES:

- A full 15-day lead time is required to set up and verify Direct Deposit. The Enrollment / Authorization form needs to be received in the Payroll Department at least 2 full weeks before Direct Deposit to your account can begin.
- Changing banks or accounts will require completion of a new Enrollment / Authorization form with an accompanying voided check and must follow the same procedure as stated above. This will result in paper paychecks being delivered to you while the new account is being set up with the full 15-day lead time.
- Lofton must be notified IMMEDIATELY of any change in bank information.
- Once you are enrolled in Direct Deposit, you must stay enrolled. If you choose to discontinue Direct Deposit, you will NOT be allowed to re-enroll unless you are changing banks, fraud, or with special permission from the Payroll Manager.
- Funds availability is dependent on posting procedures at your financial institution. Once Lofton sends the Direct Deposit, it is out of our hands, and we have no control over the funds from that point on.
- Once the Direct Deposit transaction is processed, we cannot go back and make it a regular check transaction.

Lofton Branch Fax Numbers

Baton Rouge, LA (225) 410-0559	Covington, LA (985) 867-3745	Gonzales, LA (225) 644-7171	Houma, LA (985) 876-6587	Lafayette, LA (337) 269-0515	Lake Charles, LA (337) 433-7380	La Place, LA (985) 651-5019	New Orleans, LA (504) 835-8752
	Beaumont, TX (409) 833-0833	Houston, TX (713) 975-7090	Little Rock, AR (501) 904-2159	Jackson, MS (769) 243-8496			



Direct Deposit

Enrollment / Authorization Form

Direct Deposit is available to Lofton employees. To enroll, complete this form and mail, fax or bring to your local Lofton office. Attach a voided check (not a deposit slip) to the form. Until the direct deposit method is active, you will continue to receive your check through the mail or pick up at Lofton. Once your paycheck is direct deposit, you will no longer receive a paper check or stub. Your check information is available on Lofton's website through your employee login. You may access your file using the user ID and password that was created when you filled out your application on-line.

Direct deposits are made on the business day following the date payroll is processed. Any direct deposit payroll received after 1:30pm will be processed the following business day.

Bank Name

Bank Street Address

City

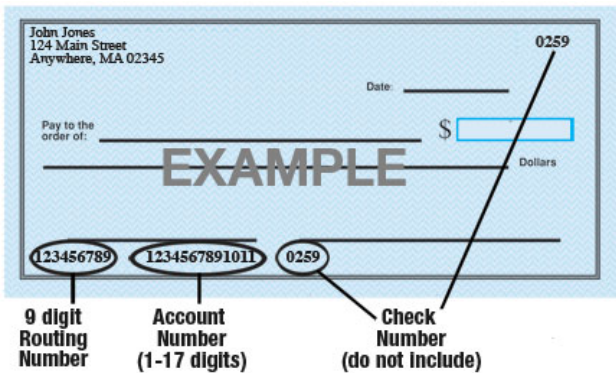
State

Zip

9-digit Routing Number

Account Number

____ Checking ____ Savings



Attach Voided Check Here

Important! Please read and sign before completing and submitting.

I hereby authorize Lofton Staffing to deposit amounts owed to me by initiating credit entries to my accounts at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Lofton Staffing to my account. In the event that Lofton Staffing deposits funds erroneously into my account, I authorize Lofton Staffing to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Lofton Staffing has received written notification from me of its termination in such time and in such manner as to afford Lofton Staffing and Bank reasonable opportunity to act on it.

Account Owner Name

Authorized Signature

Social Security Number

Phone Number

Date

Lofton Branch Fax Numbers

Baton Rouge, LA (225) 410-0559	Covington, LA (985) 867-3745	Gonzales, LA (225) 644-7171	Houma, LA (985) 876-6587	Lafayette, LA (337) 269-0515	Lake Charles, LA (337) 433-7380	La Place, LA (985) 651-5019	New Orleans, LA (504) 835-8752
-----------------------------------	---------------------------------	--------------------------------	-----------------------------	---------------------------------	------------------------------------	--------------------------------	-----------------------------------

Beaumont, TX (409) 833-0833	Houston, TX (713) 975-7090	Little Rock, AR (501) 904-2159	Jackson, MS (769) 243-8496
--------------------------------	-------------------------------	-----------------------------------	-------------------------------