



Wage Payment Method Authorization

Employees have the option of receiving wages by Check and/or Direct Deposit. If you do not provide a written election, wages will be paid by Check.

SECTION 1 BASIC INFORMATION

Employee Name | SSN# (last 4 digits) | Effective Date

SECTION 2 PAYROLL ELECTION

- Direct Deposit (Please complete Sections 3 and 4 below)
Paper Check (Please complete Section 4 below)

SECTION 3 DIRECT DEPOSIT

Update Bank Account
Bank Name:
Routing#
Account#
Account Type: Checking Savings Other

I understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs incurred if the account number that I provide is incorrect.
Initial Date

- To help us avoid making an error, please attach a copy of a voided check. (a deposit slip will not work)
If you change banks, do not close your old bank account until your direct deposit has started at the new bank, which may take 2 pay periods.

SECTION 4 AUTHORIZATION

I authorize ESSG to make my periodic wage/compensation payments in the manner set forth in Section 2.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_