

Direct Deposit:
<ol> <li>The account must be established and active at your bank before you request direct deposit.</li> <li>Confirm the bank accepts direct deposits and verify the transit routing and account numbers.</li> </ol>
If you are changing an existing account(s), check the box(es) that apply and complete the appropriate items.
Add account Change account distribution Cancel account.
ACCOUNT 1: Bank Name:
Bank Transit Routing Number:       Bank Account Number:         Checking       Savings       Percent       %       Fixed Amount \$       Remainder
Add account Change account distribution Cancel account.
ACCOUNT 2: Bank Name:
Bank Transit Routing Number:       Bank Account Number:         Checking       Savings       Percent       %       Fixed Amount \$       Remainder

- I authorize my employer and the bank(s) listed above to deposit my net pay or portion thereof as indicated into my account each payday.
- If funds to which I am not entitled are deposited into my account, I authorize my employer to direct the bank to return said funds to my employer.
- I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher.
- I understand that new direct deposit accounts may take up to two payroll cycles to become active.

## To get your payroll information either: Download the Sage HR app or go to <u>http://sage.hr/signin</u>

Enter your name and the email address that Cherish has on file for you. Select a password. The program will have you verify your email with a code.

Employees do not earn benefits unless stipulated elsewhere. **Payroll deductions will occur** <u>only</u> **for legally authorized wage garnishments** including child support, employee authorized deductions, or deductions related to violations of M.S.256B.0659 PERSONAL CARE ASSISTANCE PROGRAM or CHAPTER 245D HOME AND COMMUNITY-BASED SERVICES STANDARDS

Cherish follows Minnesota state wage and hour laws, and all employees are hourly employees. Payroll schedules, Wage information and Cherish Policies are located at <u>http://cherished1.co/payroll.</u>

## I understand and authorize all information contained in this document.

Associate Name (Print):	Associate Signature:
Social Security #(Required):	Date:

All information is available in alternate formats including translation to other languages and formats related to disability such as audio tape, large print, etc.