

MEMORANDUM

TO: All Employees
FROM: Sub-Board I Business Office
RE: Paycheck Direct Deposit Program

Sub-Board I would like to invite you to participate in our Paycheck Direct Deposit program. We have expanded the program to include **any** US bank that is a member of the American Banking Association (ABA).

Your paycheck will be conveniently and safely deposited on payday into the bank of your choice. You will receive your checkstub, as a record of your current and year-to-date earnings and deductions.

If you would like to participate in the Paycheck Direct Deposit program, you must complete the enclosed *Employee Direct Deposit Authorization*.

Please note that you can have your paycheck automatically deposited into only **one** bank account at any bank you choose, and the bank must be a member of the ABA (most US banks are.) If you would like to have your paycheck allocated between two or more accounts you must contact your bank directly to arrange for automatic transfers.

After submitting your *Employee Direct Deposit Authorization*, you should allow at least one month before your direct deposit begins.

Because of Sub-Board's relationship with Key Bank, we can offer free checking and other perks **only** to employees who are Key Bank customers. If you would like to open a Key Bank account in order to receive free checking and other features, please contact the Del-Ton Branch of Key Bank at 693-9000 and tell them you would like to participate in the paycheck direct deposit program through Sub-Board I. After you have opened your account and received your permanent checks, please submit an *Employee Direct Deposit Authorization*.