

DICKER STAFFING SERVICES DIRECT DEPOSIT PROGRAM

Questions and Answers

Q: Do I have to have a bank account to sign up for direct deposit?

A: Direct Deposit of your paycheck requires a bank account and many financial institutions offer free checking accounts when you are on direct deposit.

Q: Can I have my direct deposit sent to an account in someone else's name?

A: No, your name has to be on the account in order for us to direct deposit funds.

Q: Can I send my paycheck to more than one account?

A: No, your direct deposit can only go into one account.

Q: How long will it take to set me up for direct deposit?

A: After Dicker has received the attached completed Authorization Agreement, two weeks of zero paychecks will be processed through your bank to make sure all account information is correct. The third week's paycheck will then be direct deposited.

Q: How do I know when my direct deposit has begun?

A: You will receive an email and/or phone call from our Accounting Department with the start date of your direct deposit.

Q: Will I be receiving a statement showing my gross pay less all withholding?

A: No, but your paycheck information, pay history as well as your bank information is available online at www.dicker.com on pay day. To access, click on the **Employee Log In** button located at the top of our home page. The User ID is your social security number and your password is the first 4 letters of your last name and the last 4 numbers of your social security number.

Q: How will I know that it was deposited to my bank account?

A: Your bank information, paycheck information, and pay history is available online at www.dicker.com on pay day. To access, click on the **Employee Log In** button located at the top of our home page. The User ID is your social security number and your password is the first 4 letters of your last name and the last 4 numbers of your social security number.

Q: Can I decide to switch on a weekly basis between having my paycheck direct deposited and picking it up at an office?

A: No, once direct deposit has been set up, all of your paychecks will be direct deposited until you authorize Dicker in writing to terminate direct deposit. This termination is final.

Q: What day of the week is my direct deposit available?

A: Your direct deposit should reach your account by Friday. Dicker transmits the direct deposit information to their financial institution on Wednesday afternoons and it then depends on the other financial institutions that receive the information whether they post it to the employee's accounts on Thursday or Friday. **Also, if there is a holiday during the week, your deposit may be delayed by one business day.**

Q: How do I cancel my direct deposit?

A: You must send Dicker written notification by mail or email to Liz Martens, lmartens@dicker.com, to cancel your direct deposit. To cancel it immediately, we must receive your notice before the end of business on Friday. If we don't receive the notice until the following Monday or Tuesday, the cancellation will be delayed by 1 week.

DICKER STAFFING SERVICES
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT
ENROLLMENT INFORMATION

1. The net of your paycheck may go to only one bank account.
2. Your account becomes active after the prenote process is completed; it takes approximately 10-20 banking days.
3. Your direct deposit should reach your account by Friday, but it may reach your account by Thursday, depending on your financial institution's process. **If there is a holiday during the week, your deposit will be delayed by one business day.**
4. Your paycheck information, pay history and bank information is available online at www.dicker.com. To access, click on the **Employee Log In** button located at the top of our home page. The User ID is your social security number and your password is the first 4 letters of your last name and the last 4 numbers of your social security number.
5. You must notify Dicker immediately if you close or change your direct deposit bank account.
6. Direct Deposit will remain in effect until Dicker receives written notification for cancellation from you or until you receive written notification from Dicker that your direct deposit has been cancelled.
7. You agree not to hold Dicker responsible for not making a direct deposit into your account if Dicker does not receive your timesheet in a timely manner for any reason.
8. You agree not to hold Dicker responsible for making a direct deposit into your account, if you failed to notify Dicker that you had closed the account.

ENROLLMENT AUTHORIZATION

*Please read and complete the information below, for questions contact:
Liz Martens at 972-250-9521.*

MAIL OR EMAIL THIS COMPLETE FORM TO:

MAIL: 17855 Dallas Pkwy., Suite 150, Dallas, TX 75287
EMAIL: lmartens@dicker.com

I authorize Dicker to make deposits of my net pay by initiating credit entries and to initiate, if necessary debit entries and adjustments for any credit entries in error to the bank account I have listed. I have read and understand the above enrollment information. I also understand that this authority is to remain in effect until Dicker receives written notification from me of its termination or until Dicker notifies me of my direct deposit cancellation because I am no longer working for Dicker.

A VOIDED CHECK OR NOTICE FROM YOUR BANK WITH YOUR ACCOUNT NUMBER MUST BE ATTACHED TO ASSURE MAXIMUM ACCURACY.

NAME OF BANK: _____

Please check if your financial institution is a Credit Union _____ or Savings & Loan _____.

Checking **Savings** **Change To A New Account** **Cancel Direct Deposit**

EMPLOYEE SIGNATURE

PRINT NAME

LAST 4 DIGITS OF SS#

DATE