

## PAYROLL DESTINATION INFORMATION

Saltwater Inc. issues paychecks by the 8th **business day** of each month. The payment of wages through direct deposit into an employee's bank account is the preferred method of payment. Please complete and sign the Payroll Destination (authorization) Form to allow the electronic transfer of payroll funds into your bank account. In addition to this form please provide us with a VOIDED check (a blank check with "void" written on it). A bank deposit slip may be provided in lieu of a check *only if* your bank routing and account number are shown on the slip.

The following information is required to complete the Payroll Destination (authorization) Form:

- Depository: the name of your bank
- Branch address: your bank's address exactly as written on check
- Transit/ABA number: This is the routing number for the bank, listed in the lower left hand corner of the check (see below example).
- Account number: This is your bank account number, listed after the routing number on the check. (see below example).

**Joe Smith** **1234**  
**1234 Anystreet Court**  
**Anycity, AA 12345**

Pay to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars

**Bank Anywhere**

⑆ 123456789 ⑆ 123456789123 ⑆ 1234

Bank Routing Number      Bank Account Number      Check Number (Do not use)

As an alternative, Saltwater Inc may make special arrangements for the employee's paycheck to be mailed. Under these circumstances, please indicate "MAIL TO" on the Payroll Destination (authorization) Form, and provide the COMPLETE mailing name and address in the provided spaces.

**The Payroll Destination Form must be completed!**

**WITHOUT THE REQUIRED INFORMATION, YOUR CHECKS WILL BE HELD IN THE SALTWATER INC. OFFICE UNTIL WE CAN OBTAIN THE NECESSARY INFORMATION!**