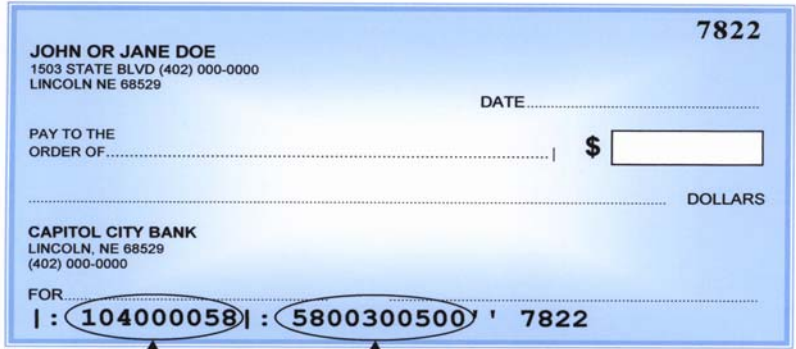


Direct Deposit Agreement

You may choose to direct deposit your net pay by choosing one or more of the options stated below:

- 1) Deposit a specific dollar amount to an account (*use the \$ code*).
- 2) Deposit a percentage of your net pay to an account (*use the % code*).
- 3) Deposit a combination of the above.
- 4) You **must** choose one account where you want the remainder of your net pay deposited in (*use the R code*).
- 5) Your net pay can only be divided among 6 accounts. Expense reimbursement must be deposited into one account.
- 6) If this is a direct deposit on a payroll card, leave banking information blank.



Bank Routing # Account #

Method Code: \$ = flat amount % = a percentage of net pay R = remainder of net pay

Note: Direct deposit selections/amounts should be based on a typical paycheck. If the net amount is less than the selections, the results may vary from what's expected.

Paycheck	Begin (B), Change (C) or Stop (S)	Payroll Card (PC)	Your Account Number	Bank Routing Number	Savings (S) or Checking (C)	Method Code [Enter \$, %, R]	Dollar Amount or Percentage	F (Full Amount) or P (Partial Amount)
1.								
2.								
3.								
4.								
5.								
6.								

The following Expense Reimbursement information is separate from your payroll information and must be completed if you want your reimbursements to be automatically deposited.

	Expense Reimbursement	Begin (B) or Stop (S) [Enter B or S]	Payroll Card (PC)	Your Account Number	Bank Routing Number	Savings (S) or Checking (C)
1.	Expense Reimbursement					

I hereby authorize the State of Nebraska to initiate direct deposit payroll credit entries to my account(s) as indicated above, I further authorize the State of Nebraska to initiate such debit entries to said account(s) as may be necessary to correct any erroneous credit entries previously initiated thereto.

Employee NIS #
Employee Name (Please Print)
Signature
Date

Remember to notify Human Resources if you close an account.