



New Hire

WELCOME ABOARD!

Thank you for choosing us for your employment needs.
We are happy to welcome you as a part of our team.

Timecards/Paychecks

Our pay period runs from Sunday to Saturday and payday is the following Friday. For the convenience of employees who elect to have their checks mailed, we mail out checks on Thursday.

Direct Deposit

After we receive your direct deposit information, it will be approximately three weeks before money is deposited into your account electronically. (This is for your protection as well as our own.) You will continue to receive a live check until the direct deposit is activated.

When signing up for direct deposit, you may also elect to receive your pay advice online.

I choose to have my paycheck:

☒ **Direct Deposited**

☐ **By CashPay** *certain fees apply, see authorization form and Bank of America brochure for details

My correct mailing address is: (please print)

P.O. BOX 44847

EDEN PRAIRIE

MINNESOTA 55344

I can be reached by Phone at: (952) 960-1935

Email: RODLARSON100@yahoo.com

Aerotek's policy is to wait 10 mail days from the original date of the check before issuing a replacement check. The replacement check will be processed on the 11th day.

Signature: Rodney L. Larson

Date: May 10, 2013



Direct Deposit Authorization

Please print all information:

(A voided check must be attached for each account and each account must be listed separately)

Date:

I would like to receive my pay advice online.		☒ Online Pay Advice	
Name: RODNEY L LARSON		SSN: 478-52-1117	
Account #1	Add ☐	Change ☐	Cancel ☐
Bank Name: FIRST MINNETONKA CITY BANK	Checking ☒	Savings ☐	\$ Amount: ☐
Address: 14550 EXCELSIOR BOULEVARD, MINNETONKA, MN 55345			
Contact: J. MEYER		Email: jmeyer@fmcbank.com	
Phone Number: (952) 935-8661			
Routing/Transit Number (obtained from bank): 091014450			
Account Number: 334895			
Account #2	Add ☐	Change ☐	Cancel ☐
Bank Name:	Checking ☐	Savings ☐	\$ Amount: ☐
Address:			
Contact:		Phone Number:	
Routing/Transit Number (obtained from bank):			
Account Number:			
Account #3	Add ☐	Change ☐	Cancel ☐
Bank Name:	Checking ☐	Savings ☐	\$ Amount: ☐
Address:			
Contact:		Phone Number:	
Routing/Transit Number (obtained from bank):			
Account Number:			

Please note: It is very important that you accurately complete this form in order to facilitate the successful transfer of funds to the chosen accounts*. You must include the phone number of your bank's branch office to allow us to communicate with that office and resolve issues or concerns. By signing this form you agree to have any amounts owed to you credited directly to the accounts you have listed above. In the event the company deposits funds erroneously into your account, you authorize the company to debit your account for an amount not to exceed the original amount of the erroneous credit.

Please allow three (3) weeks to activate all new direct deposits and changes. It is your responsibility to verify the weekly receipt of your funds directly with your financial institution prior to drawing on those funds. If there has been a period of time after termination and re-hiring, your direct deposit will automatically revert to the pre-note stage, therefore it will also take approximately three (3) weeks to activate.

*Allegis Group, Inc. and its subsidiaries are not responsible for delays or unsuccessful transfers resulting from incomplete or incorrect information; therefore, please confirm the information above with your banking institution prior to submitting this authorization.

Rodney L. Larson
Employee Signature

May 10, 2013
Date

JOVELISA C LARSON

10700 VALLEY VIEW RD. APT 121

EDEN PRAIRIE, MN 55814

P.O. BOX 44847
EDEN PRAIRIE MN 55344

Pay to
the order of

75-1445/910
0334895

No.

1027

DATE

\$

DOLLARS



Security Features
Included.
Details on Back.



FIRST MINNETONKA CITY BANK

Minnetonka, Minnesota

Glen Lake Station: (952)935-8663 • Country Village: (952)935-5995

MEMO

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MP

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