



# Direct Deposit (Payroll)

## Change or Update Direct Deposit or Paycard

**INSTRUCTIONS:** All information must be filled out for each account to which you wish to deposit your pay. Attach either voided check or a letter from your financial institution to confirm account numbers. Deposits will be made in the order they are listed.

Employee Name:				Date of Change:		
Brock Company:				Employee #: _____		
Employee Phone #:				Social Security No:		
				You must choose EITHER dollar amt or percent. Cannot be mixed. Write NET to deposit remaining balance.		
#	Bank or Account Name	Routing Number	Card ID or Bank Account Number	Check One	\$	%
1	Wisely Paycard Fifth Third Bank	071922476	_____	Paycard		
2				Checking Savings		
3				Checking Savings		
4				Checking Savings		
						100%

**If depositing to a checking account attach image of a VOIDED check, OR attach a letter from your financial institution confirming the routing number and account number.**



### WAGE PAYMENT ELECTION (Please Select An Option)

#### Wisely Paycard - Consent

I confirm my voluntary authorization to be paid through the bank account or payroll card for regular and / or offcycle payments as listed above.

I acknowledge I have received and read the payroll card Fee Schedule, Cardholder Agreement and Privacy Notice.

I understand that in order to use the payroll card, I will need to accept and agree to the Cardholder Agreement and Fee Schedule by **activating** my payroll card.

By electing payroll card as my wage payment choice, I am consenting to provide my personal information to ADP to enroll in and request a payroll card.

**\*\*Accepting the Wisely Paycard will not override your current direct deposit banking information, unless you indicated above. Brock will keep the Wisely Paycard on file as a backup for any urgent offcycle payments.**

#### Wisely Paycard - Decline

**\*\*Declining the Wisely Paycard at time of hire will not allow Brock the opportunity to validate your banking information and may result in a delay of initial payment.**

## WAGE PAYMENT CONSENT FORM

### CONSENT TO DEPOSIT WAGES

I authorize my employer (or its payroll service provider) to initiate credit entries each pay date to deposit my pay (either net or a portion thereof) into the checking, savings or Wisely Pay card account selected in this election and consent (the "Account") in accordance with applicable regulations and law. If funds to which I am not entitled are deposited to my Account, I authorize my employer (or its payroll service provider), to initiate any action to reverse correct an erroneous credit entry to my Account and to direct the bank to return said funds to my employer (either directly or through its payroll service provider), to the extent permitted by applicable law. I will review my pay statement to ensure that my wages are being deposited correctly into my Account each payroll period.

### CONSENT TO ELECTRONIC PAY STATEMENTS

I agree to receive and access all of my pay statements on or before each regular pay day electronically on the appropriate website, rather than receiving a paper statement, until I withdraw my consent. I understand that I may retain a copy of the pay statement by saving it to my computer or by printing a hard copy of it. I understand that I should not save my statement to a public computer as others may see my statement. (Note: Your statements will remain on the secure website for 3 years. If you want to retain a copy for a longer period, you must either print a copy or save an electronic copy.)

I understand that I may withdraw this authorization at any time by contacting Brock Connect HR Employee Service Center. I acknowledge that the mere request for a paper pay statement will not be considered withdrawal of my consent. I understand this consent applies to pay statements furnished every pay period until my consent is withdrawn. (Note: The withdrawal of your consent will not be effective and you will not start receiving paper statements for 1 or 2 additional payroll cycles.)

I understand that I can change my election at any time by contacting my employer and that this authorization replaces any previous authorizations and will remain in full force and effect until my employer (or its payroll service provider) has received written notification from me of its termination and my employer (or its payroll service provider) and the bank has had a reasonable opportunity to act on said termination. I further understand that if I choose not to make a selection that my employer may default me to the Wisely Check until I provide a selection.

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Employee Signature

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Date

**Return this completed form to Brock Connect HR Employee Service Center via email at:  
BrockConnect@BrockGroup.com**

IMPORTANT INFORMATION ABOUT APPLYING FOR A NEW PREPAID CARD ACCOUNT - Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open a Prepaid Card account, ADP may require your name, address, date of birth, Social Security number, tax identification number and other information that will allow ADP to identify you. ADP may also ask to see your driver's license or other identifying documents. You will not be subject to a credit check.