



Direct Deposit is available at Choice.

Direct Deposit transactions are transferred from bank to bank electronically. Despite this, banks only guarantee that direct deposits will be processed in a timely manner. ***Funds are available either Wednesday, Thursday or Friday depending on the bank that you are enrolled with.*** Be aware that delays may result if there is a bank holiday. Generally, it does not take more than two days for the transaction to pass through the system and reach an employee's bank account.

The following procedures are required to set up a Choice employee on direct deposit:

The employee must submit a completed Direct Deposit Authorization Form and one of the following:

For checking account - a voided personal check

For savings account – a statement from the bank which includes your account number and the ABA routing number.

Facts to Consider:

- A. After all forms are submitted, it can take up to three weeks before Direct Deposit will begin. This is known as the pre-note period.
- B. Once the Direct Deposit transaction is sent to the bank, it is out of our control. Therefore, commitments to an employee as to the exact day the funds will be available to you cannot be made (*it's usually no longer than two days*). Only guidelines can be provided.
- C. Any changes made to an employee's bank and/or account number will require a new Direct Deposit Authorization Form. If you do not alert us to changes in your account information prior to them taking affect, it may result in a 3 week delay in your payroll.
- D. To discontinue Direct Deposit please inform your counselor.

Feel free to speak to a counselor with any additional questions or concerns. Thank you!!!