Cherish LLC 2506 East Beltline 230 – Hibbing, MN 55746 Phone: (218) 263-9000

Payroll Information and Direct Deposit Authorization

Direct Deposit:

1. The account must be established and active at your bank before you request direct deposit.
2. Confirm the bank accepts direct deposits and verify the transit routing and account numbers.

If you are changing an existing account(s), check the box(es) that apply and complete the appropriate items.

☐ Add account ☐ Change account distribution ☐ Cancel account.

ACCOUNT 1: Bank Name:_____

Bank Transit Routing Number: Bank Account Number:

☐ Checking ☐ Savings ☐ Percent _____% ☐ Fixed Amount $_____ ☐ Remainder

☐ Add account ☐ Change account distribution ☐ Cancel account.

ACCOUNT 2: Bank Name:_____

Bank Transit Routing Number: Bank Account Number:

☐ Checking ☐ Savings ☐ Percent _____% ☐ Fixed Amount $_____ ☐ Remainder

- I authorize my employer and the bank(s) listed above to deposit my net pay or portion thereof as indicated into my account each payday.
- If funds to which I am not entitled are deposited into my account, I authorize my employer to direct the bank to return said funds to my employer.
- I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher.
- I understand that new direct deposit accounts may take up to two payroll cycles to become active.

☐ I would like my payroll register e-mailed to me biweekly at:_____
☐ I would like my check stub mailed to me.
☐ I would like a manual check written and sent to me. (*Cherish cannot guarantee timely arrival through the US Mail*)
Any employee may request to pick up, have mailed or e-mailed a payroll register.

Employees do not earn benefits unless stipulated elsewhere. **Payroll deductions will occur only for legally authorized wage garnishments** including child support, employee authorized deductions, or deductions related to violations of M.S.256B.0659 PERSONAL CARE ASSISTANCE PROGRAM or CHAPTER 245D HOME AND COMMUNITY-BASED SERVICES STANDARDS

Cherish follows Minnesota state wage and hour laws, and all employees are hourly employees.
Payroll schedules, Wage information and Cherish Policies are located at **http://cherished1.co/payroll.**

I understand and authorize all information contained in this document.

Associate Name (Print): _____ Associate Signature: _____ _____

Social Security #(Required): _____ Date: _____

All information is available in alternate formats including translation to other languages and formats related to disability such as audio tape, large print, etc.