

Power Equipment Maintenance, Inc.

Proven Performance / Quality Driven

EQUAL OPPORTUNITY EMPLOYER

110 Prosperity Blvd. Piedmont, SC 29673

PH: (864) 375-9030 FAX: (864) 375-0092

Employee TRAVEL/LIVING Direct Deposit Enrollment Form

Power Equipment Maintenance, Inc. does not offer direct deposit into a savings account for travel money and Per Diem at this time. The account must be a checking account.*

Complete this form if you want your Travel / Living reimbursements deposited to your private checking account. Please be advised that the information given **MUST** be correct in order for your reimbursements to be deposited into your account. We strongly recommend that you contact your bank to verify the information requested below.

To enroll in Travel/Living Direct Deposit, simply fill out this form return it to Power Equipment Maintenance Co, Inc. Attach a voided check for your checking account – not a deposit slip. Contact your bank to verify the Routing/Transit Number and Account number. It isn't always the same as the number on your check. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.

Memo: _____
⑆012345678⑆ 123456789 ⑆⑆

Routing/Transit
(A 9-digit number always
between these two marks)

Checking Account #

Important! Please read and sign before completing and submitting. This form will not be honored unless completed and signed.

I hereby authorize Power Equipment Maintenance Co., Inc. (hereinafter "Employer") to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Employer to my account. In the event that Employer deposits funds erroneously into my account, I authorize Employer to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Employer and Bank have received written notice from me of its termination in such time and in such manner as to afford Employer and Bank reasonable opportunity to act on it.

Check here if you elect to have your travel / living deposited in the same checking account as your payroll check. You still have to include a copy of your voided check and both direct deposit enrollment forms, and you are still required to complete the following authorization section.

Employee Name: _____ Social Security #: _____ - _____ - _____

Employee Signature: _____ Date: _____

Account Information

Bank Name/City/State: _____

Routing/Transit #: _____ Account Number: _____

Checking