

Employee Name _____
Please Print

Employee ID _____

AUTHORIZATION AGREEMENT TO _____ DIRECT DEPOSIT (ACH CREDIT)
(Add, Cancel, or Modify)

I hereby authorize Mary Kay Inc., its parent, subsidiaries, and affiliated companies (individually or collectively referred to as the COMPANY) to deposit my **(Check box below)** NET PAYCHECK or FIXED AMOUNT indicated below from every paycheck and to deposit the FIXED AMOUNT, and to make adjustments to correct any errors either by debit or credit, to my **{CIRCLE ONE:} CHECKING or SAVINGS account identified below at the financial institution named below (BANK)**. I hereby agree to indemnify and hold the COMPANY harmless from any claims arising out of or relating to this authorization, including, without limitation, claims for losses or damages resulting from noncredit of any deposits or the rejection of any checks or drafts due to insufficient funds.

BANK NAME _____

NET PAYCHECK

OR

BANK PHONE NUMBER _____

FIXED AMOUNT \$ _____
Per paycheck

CITY _____ STATE _____

Transit ABA # _____ Account # _____

I understand and agree that this authorization will remain in full force and effect until the COMPANY or BANK revokes it or the COMPANY receives written notice from me of its revocation in such time and in such manner as to afford the COMPANY and BANK a reasonable opportunity to act on it.

SIGNATURE: _____

DATE: _____

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- Please attach a voided check or check copy for each checking account. This shows the bank identification number(s).
 - Initial Direct Deposit authorization(s) and changes to financial institution or account information: The bank set-up process takes approximately 10 working days. You will receive one or two more regular paychecks before the Direct Deposit takes effect, at which time the check portion of your pay stub will indicate "NOT NEGOTIABLE" by the signature line. If you want to know when your bank will credit the deposit to your account each pay period, please contact your bank after your first Direct Deposit has been issued. Every bank has different posting times.
 - If you make changes to the financial institution or account information, your previous authorization for that Direct Deposit is revoked, and the changes are processed like initial Direct Deposit authorizations and take approximately 10 working days to complete. Depending on which Direct Deposit(s) is (are) affected, this may result in the FIXED AMOUNT not being deducted OR your receiving a regular paycheck for up to 10 working days.
 - Please notify the PAYROLL DEPARTMENT immediately if you receive a notice from your bank regarding a change in routing number. A wrong routing number in the payroll system may delay your deposit.
 - Please notify the PAYROLL DEPARTMENT, in writing, if you wish to stop your Direct Deposit.
 - If you choose fixed amounts for all accounts, the net of your paycheck will be paid to you in a "real" payroll check. If you do not wish to receive a "real" check then you must designate "net paycheck" for one of your direct deposits.