



Payroll Direct Deposit Request

It's Convenient -

If you happen to be away from work on payday, you'll enjoy the convenience of Direct Deposit. On rainy days, of busy days, there's no need to go to the bank – your money is already there.

It's Timely -

No matter where you live in the United States, postal or transportation disruptions will have little chance of delaying your payments.

It's Secure -

There's no check to be lost or stolen.

HOW DIRECT DEPOSIT WORKS

You – Authorize us to deposit your paycheck directly into you account with any financial institution in the United States by completing the enrollment portion of this form below. Please enclose a personal check marked "VOID". It is your responsibility to confirm account numbers with your financial institution.

Our Payroll Services – Will deposit your funds directly into your account.

IMPORTANT

If you change your account number and/or bank, please request and complete another Payroll Direct Deposit Request. If you wish to cancel your Direct Deposit, send your request in writing to Payroll Services MS 6B-7. Please allow four weeks for processing of these requests.

Payroll Direct Deposit Request – Complete this portion and return to Payroll at MS 6B-7 with a personal check marked "VOID" for checking account deposit request.

(Please print) Enrollment Type: New Change Cancel

Name of Financial Institution		Institution's Telephone Number ()	
Address		City	State Zip
<input type="checkbox"/> Checking (X)	Transit ABA Number (Verify with Financial Institution)	Account Number	Full Net or \$ Amount
<input type="checkbox"/> Savings (9)	Transit ABA Number (Verify with Financial Institution)	Account Number	Full Net or \$ Amount
<input type="checkbox"/> Las Colinas FCU (W)	Transit ABA Number (Verify with Financial Institution)	Account Number	Full Net or \$ Amount
Employee Name (Last, First, M.I.)		Social Security Number	
Address		City	State Zip

With my signature below, I understand this authorization will remain in effect until Zale Corporation has received written notification from me that it is to be terminated in such time and manner for Zale Corporation to act on it. I understand if Zale Corporation makes an excess deposit, or is required to withhold funds for garnishments; Zale may make a debit directly from my account.

Employee's Signature	Date	Store #	Work Phone # ()
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Zale Corporation reserves the right to reverse at any time without prior notice and will not be responsible for insufficient funds charges incurred for withdrawals made prior to the posting of direct deposit.

FOR DIRECT DEPOSIT INTO CHECKING ACCOUNTS YOU MUST ATTACH A VOIDED CHECK