



Employee ID (For office use only.)

## Method of Payment Authorization for Automatic Payroll Deposit

Goodwill uses the direct deposit method of payment for all employees. A practice deposit will be run through to ensure that the correct account is set up for direct deposit. Special deductions are available.

Pay information will be available online starting with 2010. To access online pay information, go to **gdw.greenemployee.com**. If prompted, select the option to continue which warns it is not recommended and enter 402-438-2022 (Judson phone number) to safely continue. There is an initial set up process, then you can access pay information from any computer with internet access. You may also access information upon termination.

Please attach a voided/photocopy of your personal check(s) or savings account(s) information to this authorization form. The voided check or copy will identify the depository routing and your account number(s).

- Direct deposit**-Your paycheck amount will be deposited in your checking or savings account on payday Friday. This is a very secure and convenient method as your money is in your account regardless of what time you receive your pay information. There are many new kinds of accounts at local banks which may suit your needs.
- Special Deductions**-You have the option of deducting a percentage or a dollar amount from the balance of your paycheck and having it placed into a different checking or savings account. This will be done automatically through payroll. See the back side if you are interested in putting a percentage or dollar amount from gross pay into other account(s).

I authorize Goodwill Industries Serving Southeast Nebraska, Inc. and/or Goodwill Services, Inc. hereinafter called Goodwill, to initiate credit entries to my account indicated below for the balance of salary payments owing to me, and further authorize the DEPOSITORY FINANCIAL INSTITUTION name below, hereinafter called DEPOSITORY, to credit same to such account.

Account Type (check one):  Checking  Savings

\_\_\_\_\_  
Depository Routing/Transit #

\_\_\_\_\_  
Depository Name (Your Bank)

\_\_\_\_\_  
Employee/Participant Account #

This authority is to remain in full force and effect until Goodwill has received written notification of termination, in such time and such manner as to afford Goodwill reasonable time to act on it\*. I recognize that I must notify Goodwill of any change in banks or accounts to insure proper and timely deposit to my account\*. I acknowledge Goodwill is not responsible for circumstances beyond their control.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Reasonable time for changes or requests is designated as no later than 12:00 p.m. the Monday before the current pay day. Some changes may not go into effect until the pay period after the pay period in which information is received.

I authorize Goodwill Industries Serving Southeast Nebraska, Inc. and/or Goodwill Services, Inc. hereinafter called Goodwill, to initiate credit entries to my account(s) indicated below for deductions from salary payments owing to me, and further authorize the DEPOSITORY FINANCIAL INSTITUTION(S) name below, hereinafter called DEPOSITORY, to credit the indicated amount(s) to such account(s). The following deductions will be processed in the order in which they occur with the remainder balanced to the account on the front of this form. I acknowledge and understand the terms on the previous page apply to the following deductions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Deduction #1**

Amount **or** % to be deducted \_\_\_\_\_  
Account Type (check one):  Checking       Savings

\_\_\_\_\_  
\*Depository Routing & Transit #

\_\_\_\_\_  
Depository Name (Your Bank)

\_\_\_\_\_  
Employee/Participant Account Number

**Deduction #2**

Amount **or** % to be deducted \_\_\_\_\_  
Account Type (check one):  Checking       Savings

\_\_\_\_\_  
\*Depository Routing & Transit #

\_\_\_\_\_  
Depository Name (Your Bank)

\_\_\_\_\_  
Employee/Participant Account Number

**Deduction #3**

Amount **or** % to be deducted \_\_\_\_\_  
Account Type (check one):  Checking       Savings

\_\_\_\_\_  
\*Depository Routing & Transit #

\_\_\_\_\_  
Depository Name (Your Bank)

\_\_\_\_\_  
Employee/Participant Account Number

**Deduction #4**

Amount **or** % to be deducted \_\_\_\_\_  
Account Type (check one):  Checking       Savings

\_\_\_\_\_  
\*Depository Routing & Transit #

\_\_\_\_\_  
Depository Name (Your Bank)

\_\_\_\_\_  
Employee/Participant Account Number

**Deduction #5**

Amount **or** % to be deducted \_\_\_\_\_  
Account Type (check one):  Checking       Savings

\_\_\_\_\_  
\*Depository Routing & Transit #

\_\_\_\_\_  
Depository Name (Your Bank)

\_\_\_\_\_  
Employee/Participant Account Number