



**SINCERE HOME CARE**  
REAL PEOPLE. SUPREME SUPPORT.

## Direct Deposit Agreement Form

### Authorization Agreement

I hereby authorize Sincere Home Care to initiate automatic deposits to my account at the financial institution named below. I also authorize Sincere Home Care to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Sincere Home Care responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Sincere Home Care receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

To enroll in Wage Viewer, add your email: \_\_\_\_\_  
(WageView allows you to access your check stubs when needed. Instructions will be sent via email)

### Savings Account Information

Name of Financial Institution: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Deposit Amount/Percentage: \_\_\_\_\_

### Checking Account Information

Name of Financial Institution: \_\_\_\_\_  
Routing Number: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Deposit Amount/Percentage: \_\_\_\_\_

### Sign and Date

Employee Name (Print): \_\_\_\_\_

Employee Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a voided check or deposit slip and return this form to the Payroll Department.**

**Please note that it may take one pay cycle before your direct deposit goes into effect.**

#### Please Note:

*Sincere Home Care (SHC) is on a bi-weekly (2 week) pay schedule. Pay checks will be issued at the following times: Alternate Friday's after an initial lag of up to two weeks in pay periods. Pay checks will be issued at the Sincere Home Care office, direct deposited or mailed out as arranged with Sincere Home Care*

What is lag pay? Lag pay is payment to employees for work already performed, after the end of the 'pay period' during which an employee worked. There will be a two-week lag in pay under the new payroll schedule. The two-week lag means that an employee receives their paycheck two weeks after the end of the pay period the paycheck accounts for.