



Oahu Nature Tours in Partnership with Ceridian Benefits

EMPLOYEE DIRECT DEPOSIT FORM:

Instructions for Employee Direct Deposit

How it Works:

You are required to complete a direct deposit authorization form

Include a **cancelled or voided check** (deposit slip is not acceptable)

Once the form is given to Ceridian, it may take up to fifteen **(15) business days** before the direct deposit is effective

You have the option to change the bank and/or account for your direct deposit; however, you are required to complete a new direct deposit authorization form and include the applicable cancelled or voided check.

Please note that the approximate waiting period of up to fifteen (15) business days will again apply and you will receive manual checks until then.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

A cancelled or voided check must be attached to this form. This request may take up to 15 business days before the direct deposit is effective.

COMPANY NAME				
EMPLOYEE NAME		SOCIAL SECURITY NUMBER		EMPLOYEE NUMBER (Ceridian use only)
ADDRESS (Apt #)	STREET	CITY	STATE	ZIP CODE

Select One: () **Checking Account** (Include a voided or cancelled check. Deposit slip is not acceptable.)

() **Savings Account:** **ACCOUNT NUMBER:** _____

ABA NUMBER: _____

DEPOSITORY (BANK) NAME		BRANCH		PHONE NUMBER	
ADDRESS	STREET	CITY	STATE	ZIP CODE	

I hereby authorize Ceridian/Oahu Nature Tours to initiate direct deposits and to initiate, if necessary, adjusting entries to correct errors in deposits to my account indication above and the depository named above, to credit and/or debit the same to such account.

SIGNED:	PRINTED NAME:	DATE:
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