



Behavior Intervention Services has elected to offer the benefit of electronic deposit to all employees. Electronic deposit is the most convenient, secure, and affordable way to be paid. Those employees who currently have a bank relationship will use their existing account to receive electronic deposits. Those employees without a bank account are offered the Skylight PayCard. The Paycard is available to everyone regardless of credit history and successful applicant verification. Please read carefully.

CONVENIENT: No more special trips to work on your day off to pick up your check and no more waiting in line to get your check cashed. Your money is in your account by 9am EST on payday morning (which is every other Friday. Please refer to the included Pay Cycle format, located in your take home packet from orientation week). With a Skylight card, you can receive text message alerts of your current balance and recent deposits.¹

AFFORDABLE: Avoid check cashing and money order fees. Skylight account pricing is based on the transactions you make, with many transactions available for free.

SECURE: Your money is safe in your account and available when you need it. If you lose your card, Skylight will send a replacement!²

To sign up for either your bank direct deposit OR a Skylight PayCard, complete this form. Please place a check mark next to your option. If the Skylight PayCard option is selected, Human Resources will provide a Vise Debit card packet, available on your next day at the office.

Name (Last, First, Middle initial)	Social Security Number	
Physical address {no PO Boxes, please) Street, City, State, Zip)	Date of Birth:	T-Shirt Size:
Circle your option for direct deposit:	Personal Checking Personal savings	Paycard Direct Deposit

Financial Institution:
Bank Routing Number:
Bank Account Number:

*PLEASE ATTACH A COPY OF A VOIDED CHECK OR SAVINGS DEPOSIT FORM FOR ROUTING & ACCOUNT VERIFICATION

My signature below grants authorization to deposit 100% of my wages into the account listed into the account indicated. This includes authorization to correct any entries made in error. This authorization will remain in effect until I give a written 10-day notice to cancel it.

1 User must register for Online Banking and activate subscription to text message alerts. Standard text message/other charges by individual cell phone may apply.

2 Consult your feeschedule for additional details.

3 Shirt size is collected for future swag and merchandise options.

Printed Name & Signature: _____ Date: _____