

Authorization for Direct Deposits - Employee Form

Printed First and Last Name: _____

Checking Account:

Bank Name: _____

Bank Routing number: _____

Checking Account Number: _____

Amount to deposit in this account: _____ % or \$ _____

Savings Account:

Bank Name: _____

Bank Routing Number: _____

Savings Account Number: _____

Amount to deposit in this account: _____ % or \$ _____

Signature of Employee

Date

NOTE: If you choose to receive direct deposit you will no longer receive paper paystubs. Instead you will receive an invitation to join ViewMYPayCheck and will have access to your paychecks there.

Instructions to ViewMyPaycheck Online

1. Go to <http://besthomecaremn.com/>
2. Scroll over the resources tab and click the first link that says ("Employee Resources")
3. Scroll down and click on Online Paystubs (it will be under the bullet that says "Payroll Forms and Calendar")
4. From there you will see where to sign in. You will need to click on the tab that says "Create an Account"
5. Once you've created an account, you will need to enter in your Social Security number as well as your net pay from your last paycheck received
 - a. If you don't know your net pay from your paycheck give us a call at (651) 330.2550 and we can provide that information over the phone or via E-mail