

# Direct Deposit Authorization and Consent Form

Smugglers' Notch Resort - Human Resources  
Phone: 888-754-7684 Fax: (802) 644-8580

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Attach a voided check or statement from your bank with their routing number and your account number.

**Account Type:**

- Checking  Entire Amount  
 Savings  Partial Amount: \$ \_\_\_\_\_

**Select One:**

- New Account  Percentage: \_\_\_\_\_  
 Reactivate Previous Account  
 Change  
 Stop Date: \_\_\_\_\_



**Account Type:**

- Checking  Entire Amount  
 Savings  Partial Amount: \$ \_\_\_\_\_

**Select One:**

- New Account  Percentage: \_\_\_\_\_  
 Reactivate Previous Account  
 Change  
 Stop Date: \_\_\_\_\_



**Account Type:**

- Checking  Entire Amount  
 Savings  Partial Amount: \$ \_\_\_\_\_

**Select One:**

- New Account  Percentage: \_\_\_\_\_  
 Reactivate Previous Account  
 Change  
 Stop Date: \_\_\_\_\_

**\*\*IMPORTANT\*\***  
**YOU MUST READ AND SIGN THE REVERSE SIDE REGARDING YOUR DIRECT DEPOSIT INFORMATION.**

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**READ THE FOLLOWING CAREFULLY**

**Consent to Deposit Wages:**

I authorize Smugglers' Notch Resort to initiate credit entries each pay date to my account(s) in the financial institution(s) listed on the reverse side of this form. If funds to which I am **not** entitled are deposited into my account, I authorize Smugglers' Notch Resort to initiate a correcting (debit) entry. I will review my pay statement to ensure that my wages are being deposited correctly into my account(s) each payroll period. I understand that I can change my election at any time by contacting Human Resources and that this authorization replaces any previous authorizations and will remain in full force and effect until Smugglers' Notch Resort's Human Resources Department has received an updated Direct Deposit Authorization and Consent Form from me.

**If the direct deposit is not stopped before closing an account, funds payable to you will be returned to Smugglers' Notch resort for distribution. This will delay your check.**

**Consent to Electronic Pay Statements:**

I agree to receive and access all of my pay statements on or before each regular pay day electronically on the UltiPro Web Portal, a secure website, rather than receiving a paper statement, until I withdraw my consent. I understand that I may print a copy from the UltiPro Web Portal if I so choose.

I understand that I may withdraw this authorization at any time by contacting the Human Resources Department. I acknowledge that a mere request for a paper pay statement will not be considered withdrawal of my consent. I understand this consent applies to pay statements furnished every pay period until my consent is withdrawn or upon my termination from Smugglers' Notch Resort.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date