



20630 S. Leapwood Ave. Suite B, Carson, CA 90746
(310) 532-1134 ♦ Fax (310) 532-3139

To All Employees:

Phoenix Engineering currently offers Direct Deposit to all its employees. This benefit alleviates the need to make an extra trip to the bank, as your check will be automatically deposited to your account.

Your deposit (net pay) will be in your account by noon on Thursday. Your voucher or "check stub" will be mailed to you.

Phoenix Engineering **DOES NOT** accept called in hours as your timecard. You must FAX a signed timecard by **Monday morning**; otherwise your deposit will **NOT** be processed.

Please sign the attached authorization agreement. Once the form has been received in our office, it will take 1-2 weeks for the deposit to be effective.

Thank you

Authorization for Clear Pay Service

Company Name: **Phoenix Engineering**

Company Identification Number:

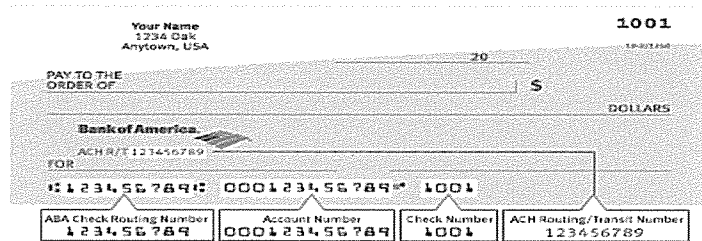
Automatic Deposit

I hereby authorize Phoenix Engineering to initiate credit entries and to initiate, if necessary debit entries and adjustments for any credit entries in error to my account:

Checking

Savings

PLEASE NOTE: You may also take a blank check and write the words "VOID" across check and send along with this form instead of filling information below.



Bank Name	
City, State and Zip Code	
ABA Check Routing Number (see example above)	
Account Number (see example above)	

This authority is to remain in full force and effect until Phoenix Engineering has received written notification from me of its termination in such time and in such manner as to afford Phoenix Engineering and Depository reasonable opportunity to act on it.

Print Your Name

Signature

Date