



GET OUT OF LINE ON PAYDAY!

A New Benefit -- Direct Deposit

IT'S EASY! Saves trips to the bank. Don't waste free time standing in long teller lines!

IT'S SURE! You get your pay every payday even if you're ill or out of town.

IT'S FAST! Your money is in your account the morning of payday, even if your bank is in another city. No mail delays!

IT'S SAFE! No lost or stolen checks.

Contact MARY DUGAN in the Payroll Department, 337.856.9005, EXT 230, if you have any questions or want to sign up for this free service.

DIRECT DEPOSIT -- CHECK IT OUT!



FREQUENTLY ASKED QUESTIONS

In order to acquaint you with the concept of Direct Deposit, here are some frequently asked questions concerning this new employee benefit.

Q: *What is the primary advantage of using Direct Deposit?*

A: Convenience. Most people associate a special trip to their bank and long lines with depositing their payroll checks. With Direct Deposit, you eliminate the need to rush to your bank to deposit your paycheck on payday.

Q: *How will I get my money?*

A: The way you normally do. You can write yourself a check or use an Automated Teller Machine (ATM).

Q: *What are the other advantages of Direct Deposit?*

A: Safety and confidentiality are two additional advantages. Direct Deposit is the safest method for depositing your paycheck. Since all Direct Deposit transactions are processed automatically, this eliminates stolen, lost, or damaged checks. Direct Deposit also assures confidentiality. In fact, checks processed via traditional payroll methods pass through as many as 12 hands before reaching your account. Direct Deposit transactions are virtually immune to tampering.

Q: *How does Direct Deposit work?*

A: Instead of receiving a paycheck on payday, your money is automatically deposited into your account at the bank, savings and loan, or credit union of your choice.

Q: *If I no longer get a check, how will I know my money has been deposited?*

A: Payroll record keeping with Direct Deposit is very similar to what you have now. On payday, you'll continue to receive a pay stub that details your gross pay, deductions, net pay, and other information that you would normally find with your paycheck.

Q: *How long do I have to wait before I can use my money?*

A: Funds deposited via Direct Deposit are available on payday.

Q: *Can I choose the bank where I want my funds deposited?*

A: Yes. Since most banks, savings and loans, and credit unions offer Direct Deposit, it is highly likely that you can continue banking where you do now.

Q: *Can I have different portions of my paycheck deposited into separate accounts?*

A: Yes. Direct Deposit enables you to have portions of your paycheck deposited in

more than one account. Contact your Payroll Department to determine if your request can be supported.

Q: *What if I change accounts or want to cancel this service?*

A: If there are any changes in the status of your account, just contact the Payroll Department 30 days in advance. They will stop making automated so they can verify the change. During this time, you'll receive regular payroll checks.

Q: *How do I sign up?*

A: Information is included with this package that provides details for the steps to follow to enroll in the Direct Deposit program. Just sign the authorization form and return the form to the Payroll Department with a voided check or savings deposit slip, and the service will be incorporated into your payment cycle.



DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Company Name:	Acadiana Golf, LLC d/b/a Le Triomphe Golf & Country Club	Company ID #:			
<p>I hereby authorize ACADIANA GOLF, LLC to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (<i>select one</i>) <input type="checkbox"/> checking or <input type="checkbox"/> savings account at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same to such account.</p> <p>I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U. S. law.</p>					
Depository Financial Institution Name:					
Branch:					
City:	State:	Zip:			
Routing #:					
Account #:					
IMPORTANT: Attach a VOIDED check for the above referenced account to this form.					
<p>This authorization is to remain in full force and effect until ACADIANA GOLF, LLC has received written notification from me of its termination in such time and in such manner as to afford ACADIANA GOLF, LLC and DEPOSITORY a reasonable opportunity to act on it.</p>					
Employee Name:					
Employee ID #:	(Please Print.)				
Signature:					
Date:					