



2100 Via Burton, Anaheim, CA 92806
Telephone 714-490-7999 • Fax 714-490-7990

PAYROLL CHECKS AUTHORIZATION

TO: All Employees

RE: Automatic Bank Deposit

.....
Best Interiors, Inc. processes the payroll by weekly. Your check is either Direct Deposit or mailed to your home. San Diego checks are delivered to the jobsites.

- 1. Direct Deposit,
- Or
- 2. Checks mailed midweek to the address you indicate below
- 3. Deliver to the jobsite (SAN DIEGO ONLY)

If you choose to use the Direct Deposit option, there is waiting period of 2 to 3 weeks before your first check is deposited. We will mail your check to the home address listed below during the waiting period.

PLEASE PRINT CLEARLY

NAME: _____
SOCIAL SECURITY: _____
STREET ADDRESS: _____
CITY, STATE, ZIP _____

BANK NAME: _____
ROUTING & TRANSIT NUMBERS: _____
BANK ACCOUNT: _____

PLEASE ATTACH A VOIDED CHECK

PLEASE CHECK ONLY ONE

- _____ Please mail my check to the above address.
- _____ I hereby authorize Best Interiors, Inc. to make electronic deposits to the bank account identified above.
- _____ I want my check delivered on Fridays to the jobsite where I am working (SAN DIEGO ONLY).

Signature: _____ Date: _____

RETURN WITH YOUR W-4

ATTACH A VOIDED CHECK

**WE CANNOT PROCESS YOUR CHECK WITHOUT THIS FORM
PLEASE ALLOW UP TO 3 WEEKS FOR INITIAL SET-UP OR ANY FUTURE CHANGES TO YOUR
DIRECT DEPOSIT**