



NuWest Direct Deposit Enrollment (p.1)

How do I get paid?

You have two options: Check by mail or direct deposit. If you elect not to sign up for direct deposit, we will automatically mail you a check every Friday.

How do I submit hours?

Within 24-72 hours of your start date, you will receive an email from onlinepayroll@nuwestgroup.com indicating how to set up your log-in for online timesheets. Here you will be able to fill out the hours worked each day of the payroll week. In order to process your check on time, submit your hours electronically immediately after your last shift of each week. Once submitted, this will give your supervisor the go-ahead to approve these hours. Your timesheet must be approved to be paid for the hours worked. Approved timesheets are due the following Monday by 5 pm.

Why should I enroll in direct deposit?

Convenience – no more trips to the bank to deposit your check. Quicker access to funds – you can typically access your funds the same day as the deposit is made. Few worries – you don't have to worry about checks being lost or delayed in the mail.

How do I enroll in direct deposit?

1. Complete the application for the bank on page
2. Attach a voided check
3. Scan and email to payroll@nuwestgroup.com
4. Or fax form and voided check to: (877)-812-4050

Important: It takes one (1) pay period from our receipt of the enrollment form for you to begin receiving your pay via direct deposit

After I am enrolled, when will the direct deposit show up in my

account? The majority of people will see the funds in their account on Friday. However, if you bank with a very small financial institution it may take a day longer for the funds to show up, so it could be Monday.

Exceptions:

1. Federal holidays falling on workdays other than Friday, will delay your direct deposit by one day.
2. Three-day weekends will delay your direct deposit by one day if the day off is Monday.

What if my checking account changes or I need to cancel direct deposit?

You may change your checking account or cancel direct deposit at any time. However, this will remove you from direct deposit for approximately three (3) pay periods. In addition, if your payroll for the week has already been processed, we cannot cancel until the following week's payroll. To make changes or to cancel, you must call in and speak with someone in the Payroll Department.

Questions?

Please call our Payroll Line at (425) 602-5777

Please return the form on Page 2 to payroll@nuwestgroup.com or fax (877)812-4050 to enroll in direct deposit.

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Please attach your original or a copy of your **VOIDED** check and return with this form. You must also fill in your name and Social Security Number as well as sign and date the form. Form must be completed entirely before direct deposit can be processed.

Authorization Agreement for Direct Deposit

Please check the type of account funds are to be deposited:

Checking Account Savings Account

I (we) hereby authorize, company to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) checking/savings account indicated at the financial institution named below, to credit and/or debit the same to such account.

Bank name:

Branch/Location:

State:

Transit/ABA# (9 digits):

Account #:

Name (please print):

SSN:

Date:

Signed:

Note: All written credit authorizations should state that the receiver may revoke the authorization only by notifying the originator in the manner specific in the authorization.

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