



## **TEAM MEMBER GUIDE**

### **304 DIRECT DEPOSIT PAYROLL OPTIONS**

Team Members may choose to divide their payroll deposit and allocate a fixed amount into a maximum of three separate bank accounts.

Requests for divided payroll deposits must be submitted to the Payroll Department in writing, and must be accompanied by a void check for each account. The request must be signed by the Team Member.

Divided payroll deposits may be cancelled by a Team Member at any time. Cancellation may take up to one additional pay period to be processed.