

Employee Information Set-up & Change Form

Employees Only

Employees must complete this form and sign, regardless of preferred payment type.

A voided check or bank letter must be attached to this form for direct deposit add or change.

Section A.

EMPLOYEE INFORMATION

Employee's Full Legal Name: _____
Home Address: _____

Home Phone: _____
Cell Phone: _____
Email Address: _____
SSN: _____
Gender: M: _____ F: _____ Date of Birth: _____ Hire Date: _____

Emergency Contact: _____
Relationship: _____ Phone Number: _____

Section B.

KEY FINANCIAL INFORMATION

Preferred Payment Method: Direct Deposit (complete section below) Paper Check
Account #1: Checking: _____ Savings: _____ Account #2: Checking: _____ Savings: _____
Bank Name: _____ Bank Name: _____
Checking Account # _____ Savings Account # _____
Bank Routing # _____ Bank Routing # _____
\$ Amount to Deposit: _____ \$ Amount to Deposit: _____

Section C.

ELECTRONIC PAYMENT AGREEMENT

By requesting a Direct Deposit payment method, the employee authorizes Williams Industrial Services Group (Williams) to initiate automatic deposits to my account at the financial institution named above. Further, I agree not to hold Williams responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until Williams Industrial Services Group receives written notice of cancellation from me or my financial institution, or until I submit a new Employee Information Set-up & Change Form to the appropriate Human Resources or Payroll representative.

Employee Signature

Date

Section D.

OFFICE USE ONLY

All changes to employee direct deposit information must be verified directly with the employee after submission of the form and prior to changes in the ERP system.

Form Verified By HR or Payroll - Signature

Date

Location