

<b>Baltimore Research and Education Foundation, Inc.</b>	<b>BREF Salary Payment Policy</b>	No.		17
		Effective Date		6/17/09
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will pay their employees.

2.0 Scope

This policy applies to all BREF employees.

3.0 Policy

3.1 The electronic direct deposit of paychecks is strongly encouraged for all BREF employees. Direct deposit ensures that the paycheck is available to the employee in a timely and secure manner.

3.2 The employee may designate up to three different accounts into which their check may be deposited (i.e., one checking and two savings accounts).

3.3 The employee's first pay will be issued as a paper check. This allows the bank to pre-note the transaction to insure the employee's bank account(s) and routing number(s) are correct.

3.4 BREF's policy states that the employee's final pay will be issued as a paper check. This allows BREF to insure all required matters have been completed and all employer-owned materials have been returned.

4.0 Responsibilities

4.1 BREF will provide new employees with the direct deposit enrollment form and any other information that may be helpful.

4.2 The employee is responsible for completing the direct deposit enrollment form and submitting it to the payroll clerk. Any bank account changes or changes in the amounts an employee wishes to direct to different accounts will require a new form be completed.

5.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
05/11/2009	A	Heather Riley	Put policy into approved format.
01/26/2011		Shirley Rutledge	No revisions. Policy approved at the BREF Board

			meeting held 1/26/2011.



# BALTIMORE RESEARCH AND EDUCATION FOUNDATION, INC.

MAIL STOP 151-A • 10 NORTH GREENE STREET • BALTIMORE, MARYLAND 21201  
(410) 605-7130 • (410) 605-7906 (FAX)

## DIRECT DEPOSIT AUTHORIZATION AND CANCELLATION

Employee Name (Last, First, Middle Initial)

### DIRECT DEPOSIT AUTHORIZATION (Complete for starting direct deposit or making a change in your direct deposit)

New Direct Deposit

Direct Deposit Change

**Please allow 4 – 6 weeks for direct deposit to take effect. If you are making a change, your first paycheck will be an actual check.**

1. I hereby authorize the Baltimore Research and Education Foundation, Inc., hereinafter called "BREF" to initiate credit entries to my account indicated below and the depository named below to credit the same to such account.

2. Deposit into the following account: (Account #1)

Bank Name: \_\_\_\_\_

Checking Account      Transit #: \_\_\_\_\_

Savings Account      Account #: \_\_\_\_\_

Type of Deposit:

Full Deposit or Remaining Balance

Partial Deposit in the amount of \$ \_\_\_\_\_

3. Deposit into the following account: (Account #2)

Bank Name: \_\_\_\_\_

Checking Account      Transit #: \_\_\_\_\_

Savings Account      Account #: \_\_\_\_\_

Type of Deposit:

Full Deposit or Remaining Balance

Partial Deposit in the amount of \$ \_\_\_\_\_

4. I have attached a **voided check** containing the Depository Transit/ABA Number and my Account Number.

5. I agree to allow BREF to stop payment or posting or, reverse or adjust any entry erroneously credited to my account.

6. This authority is to remain in full force and effect until BREF has received written notification from me of its termination in such time and in such manner as to afford BREF a reasonable opportunity to act on it.

Signature

Date

**PLEASE STAPLE VOIDED CHECK BELOW**

### CANCELLATION OF DIRECT DEPOSIT (Complete for cancellation of your direct deposit)

Cancel Direct Deposit (I withdraw my authorization for the direct deposit to my account.)

Signature

Date