

DIRECT DEPOSIT AVAILABLE FOR YOUR EMPLOYEES

Cost: A per pay period \$6.00 transmission fee and \$0.65 per employee deposit fee will show on your monthly Craft Accounting Service invoice.

Reporting Payroll Guidelines: Your payroll information must be transmitted to Craft Accounting Service four weekdays prior to your pay date. Your pay date cannot be on a weekend.

Documentation Required: A Service Agreement must be completed and signed with National Payment, the direct deposit provider. Each employee requesting direct deposit must complete an authorization form.

OPTIONS AVAILABLE

Payroll Cards: Employees without a bank account can request Payroll Cards, a debit Mastercard service.

EZ Paynote: Employees receive payroll information via e-mail the day before payday, at no additional charge.

If you wish to take advantage of this new service, please contact me via phone, fax, or e-mail (annette@craftaccountingservice.com), and I will forward the necessary enrollment paperwork.

Annette Craft

**Craft Accounting Service Inc., 15055 Glencrest Drive, Lansing, MI 48906
(517) 487-1562 - FAX: (517) 487-9830 - www.craftaccountingservice.com**