

## Direct Deposit Email Notification



As an employee of Manatts, you have the option of receiving your weekly direct deposit advice by email with a .pdf attachment. The attachment is exactly the same as the paper advice that is mailed via USPS.

With postage rates and material costs constantly increasing, it is a win-win for both Manatts and you. Manatts saves money and you receive your direct deposit advice sooner! Direct deposit advices are mailed on Thursday with no guarantee of when you will receive it. Email advices are sent out Thursday afternoon and can be viewed immediately. The email method also comes with improved privacy protection versus paper delivery. Follow these easy steps to enroll:

1. Complete and detach the bottom portion of this form.
2. Return to the Brooklyn Office.
3. Add [notifier@manatts.com](mailto:notifier@manatts.com) to your contacts list following the directions listed below.
  - Yahoo! Mail or Gmail users, add [notifier@manatts.com](mailto:notifier@manatts.com) to your contacts list. Mail will not filter spam on an address that exists within your contacts list.
  - Hotmail or Windows Live users, add [notifier@manatts.com](mailto:notifier@manatts.com) to your "Safe Sender's List" within your email options.
4. A confirmation email will be sent to you from [laurieh@manatts.com](mailto:laurieh@manatts.com).
5. **You must reply to this confirmation email to activate your electronic delivery!**
6. You will now begin to receive the weekly email with your direct deposit attachment.

Manatts is very happy to be able to offer email delivery of your payroll advisories. Taking a few moments to complete the task above should ensure a smooth delivery process from here forward. Spam filtering is 1) a necessary evil, and 2) constantly evolving. Good luck!

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***Detach this portion and return to the Brooklyn Office.***

I, \_\_\_\_\_ authorize Manatts, Inc., to deliver my weekly payroll direct deposit advice by email with an attachment. I also understand that Manatts, Inc., cannot guarantee the security and confidentiality of my email receipt. My email address is:

\_\_\_\_\_ @ \_\_\_\_\_  
(please write legibly)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Direct Deposit Email Authorization**

