



**Legal
Placements
Incorporated**

Payroll Addendum

Legal Placements Inc. and all of its divisions offer several options in which you can receive your weekly payroll check. It is your responsibility to review the section below and ensure that you have chosen the appropriate option suitable for you.

- **Direct Deposit**-your check will be deposited into an account of your choice. To choose this option, please complete a direct deposit form and return it to your recruiter with the appropriate deposit information. Please note that LPI is not responsible for any delayed banking deposits due to holidays and or deductions of funds related to your personal banking practices. Under no circumstances will LPI accept incomplete direct deposit forms without the appropriate attachments as requested in the instructions. Direct Deposit will take affect the first pay date following your first assignment, provided all appropriate documentation has been submitted.
- **US Mail**-all live checks will be mailed out each week of the pay date. LPI is not responsible for the timely delivery of the U.S. mail system and therefore makes no promises of an approximate delivery date. LPI does not offer the option of office pick up for live checks.

In the event that your check is misplaced, lost, stolen, and/or destroyed in any way, or if you have relocated and neglected to inform the payroll department, Legal Placements Inc. is not financially responsible for the replacement of your payroll check. However, in a instance when any of the aforementioned events occur, you may request to have another payroll check produced. When this occurs, it is the policy of Legal Placements Inc. that the employee must assume the full cost associated with the replacement of the payroll check.

Payment of Replacement Fees

Any fees associated with the replacement of a payroll check must be paid for in advance by money order only. Deductions from an employee's payroll check of any kind except those required by law such as; social security, income tax, and voluntary benefits are illegal and against company policy. Please speak with the Payroll department regarding replacement cost.

NOTE: There is a \$37.00 fee to reissue a paycheck that has not been received via the US mail. Additionally, it is the policy of LPI not to reissue and or process a stop payment on lost payroll check no less than fourteen calendar days.

Acknowledgement

I have read and understand the payroll addendum. I also understand that all cost associated with the replacement of a payroll check will be at my expense, and is payable in advance, which is separate from my earned wages as stated by law.

Signature	Date	(Print Name)
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Recruiter / Signature	Date	(Print Name)
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