

First Presbyterian Church of Conroe  
2727 N. Loop 336 West  
Conroe, Texas 77304  
[DATE]

[FULL NAME & ADDRESS OF EMPLOYEE]

Subject: Direct Deposit of Wage Payments

Dear [FIRST NAME, OR MR/MRS/MS + LAST NAME]:

The First Presbyterian Church of Conroe ("FPCC") uses Direct Deposit for making employee wage and independent contractor payments. This policy is number 08.31 and may be viewed on the FPCC Website (<http://fpccconroe.org>) under the header "About Us".

State Law requires a sixty-day advance notice for initiating an employee's wage payment via Direct Deposit. This is your notice of FPCC's intent to begin the Direct Deposit of your wage or contractor payments at the end of 60 days from the date of this memorandum/notice. Your payments will be by check until a Direct Deposit is commenced.

Our policy requires your authorization for our using Direct Deposit for your wage payments. Please complete and return to me the enclosed Direct Deposit authorization agreement form within the next sixty days.

Please let me know if you have any questions or need assistance with the form.

Sincerely,

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Donna Senecal  
Church Administrator

[Enclosure: *Direct Deposit Authorization Agreement Form*]