



**A-Protechnical Aerospace Services, Inc.**  
4150 International Plaza Suite 510  
Fort Worth, Texas 76109  
Phone: 877-425-5023 Fax: 800-285-8879

Dear APA Services Staff,

APA has begun to move away from printing live checks for our weekly payroll, and adopting direct deposit as the preferred method of payroll payment. We are making the switch to direct deposit so that we can better serve you, our valued employees.

By using direct deposit, APA can pay you quickly and safely. What this means to you is that you will no longer have to deal with a paper check each week but will instead your paycheck will automatically deposited into your bank account and be available to you first thing in the morning on payday. By using direct deposit, you will no longer need to wait your check to arrive at the job site, wait for it to be passed out by your supervisor, rush out at lunch or after work to the check cashing store, and then wait in line in order to cash your check. No more Fed Ex delays due to weather, aircraft maintenance delays, or the countless other problems that can occur with delivery of checks; all of these problems are solved with direct deposit.

In order to receive direct deposit you must have a bank account. A "bank account" includes any bank, savings, or credit union account. You are welcome to use any bank account of your choice. In case you do not have a bank account or cannot open an account, we have arranged to provide you with a MasterCard® debit card that you can use to receive your paycheck. It is basically a "checkless" checking account for which you cannot be turned down. All you need is a Social Security number. In addition, it is a great way to establish or improve your credit history.

By immediately signing up for direct deposit, you will save money. For example, if you receive 4 checks per month at an average of \$1,000 each, you could spend between \$120 and \$200 per month on check cashing fees (assuming a fee of 3% – 5%). However with the indiGOCARD MasterCard® debit card checking account, the cost would be under \$15 per month.

Please consider doing one of the following as soon as possible:

- Fax a copy of a voided check from your own bank account to our office at 800-285-8879 (we will need your account number and 9-digit bank routing number);  
**or**
- Complete an enclosed indiGOCARD debit card application and fax it to our office at 800-285-8879; there is no charge to receive a card.

For more information concerning the indiGOCARD MasterCard debit card, you can read the enclosed brochures, call indiGOCARD at **888-463-4469**, or visit their website at [www.indigonow.com](http://www.indigonow.com). The indiGOCARD is a great solution because it allows you unlimited usage for one flat monthly fee just like a bank account and the indiGOCARD has free ATM transactions at select locations, including all Washington Mutual and Compass Bank locations. In addition, it is **your card and account** and can go with you wherever you go.

If you have any questions, please contact the Payroll Services department at our office or the staff at indiGOCARD.

Thank you,

APA Services



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EMPLOYEE DIRECT DEPOSIT FORM

Employee Instructions:

- 1. Complete employee required info
2. Sign the bottom of the form
3. Attach a voided check with account number & routing number.

Complete for Direct

Deposit

I would like my wage/salary deposited to ONE of the following accounts:

Checking

Savings

Bank Name:

Bank

Name:

Attach Voided Check here!!

Routing Number: ( 9 digit number) Account Number

I hereby authorize my employer, APA Services, to deposit any amounts owed me into this account. I understand that a \$1.00 processing fee will be deducted from my paycheck.

Employee signature

Date

Please include a voided check or a copy of one. APA Services must be able to read all numbers clearly if a copy is sent.

Please fax this information to (800) 285-8879. Or you may mail it directly to:

APA Services, Inc
Attn: Payroll
4150 International Plaza Suite 510
Fort Worth, TX 76109