

## HEARTLAND CO-OP CONSENT TO EMAIL DIRECT DEPOSIT STATEMENTS

This form is to provide consent to the Heartland Co-op Payroll Dept to email your direct deposit statement rather than receiving it via the US mail service. This consent can be revoked at any time by the employee by completing an additional consent form.

**Heartland Coop also reserves the right to discontinue this service at any time. Please make sure to print your information clearly and correctly. It is your responsibility to make sure your email is not being redirected to another email account or is not accessible by anyone other than you.**

Please fill out the required fields below:

Name (print): \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

Please check one of the following options:

\_\_\_\_\_ I would like to receive my direct deposit statements via email to the email address listed above. I understand I can change my email address or discontinue this service at any time.

\_\_\_\_\_ I would like to receive my direct deposit statements via US Mail.

\_\_\_\_\_ I would like to revoke my consent to have my direct deposit statements emailed to me and would like to go back to having them mailed via US Mail.

\_\_\_\_\_ I would like to change my email address to the new address listed below. My direct deposit statements will now be emailed to this address when the Payroll Dept. has received this form and made the update.

New Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to Katie Thompson by email [kthompson@heartlandcoop.com](mailto:kthompson@heartlandcoop.com) or fax at 515-225-8511 or by mail to: Heartland Coop Payroll Dept, 2829 Westown Pkwy, Ste 350, West Des Moines, IA 50266