

Cinemark USA, Inc., CNMK Texas Properties & Century Theatres, Inc.
Payroll Department
3900 Dallas Parkway, Suite 500
Plano, TX 75093
972-665-1000

Direct Deposit Authorization Form

Important information:

- Complete and send to the above address.
- **Attach** a “Voided” check for each checking account and a personalized deposit slip for each savings account or a written letter from your bank containing the bank routing and your account number.
- Verify with your financial institution on your payday that your direct deposit has gone into your account before utilizing funds.
- If you close the account, or if the account information changes, you need to notify the Cinemark payroll department immediately.

Check one of the following requests:

Start Stop Change

Effective Date : As soon as possible

Future Pay Period End Date __/__/__

Theatre Number:

Social Security Number:

Name (Last, First, MI):

Lawson ID#

Bank Routing No. (9 digits)	Bank Account No.	Checking or Savings	Dollar Amount per account
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Direct deposit is the automatic electronic deposit of an employee’s pay into his/her checking and/or savings account at a financial institution (bank, savings and loan, or credit union) of his/her choice. Cinemark offers direct deposit service for up to three (3) different accounts at any one time.

I, the undersigned, hereby authorize my employer, Cinemark USA, Inc., to direct deposit my wages into my account at the financial institution(s) listed above. If funds to which I am not entitled are deposited in my account, I authorize Cinemark USA, Inc. to initiate a correcting (debit) entry. I accept that this authorization and direct deposit may be discontinued or cancelled by Cinemark at any time. If any of the information provided above changes, I will promptly complete a new authorization agreement. If the direct deposit is not cancelled before I close an account, funds payable to me will be returned to Cinemark for distribution, which will delay delivery of my pay. I agree to complete a direct deposit authorization form for Cinemark, with sufficient notice for processing, when making any changes to my account.

Employee Signature

Date