

## REQUEST FOR DIRECT DEPOSIT INFO

In order to get set up for direct deposit of your Innovar Group paycheck, please provide the following: (no voided check is necessary) Upon your first payday, you will receive login credentials to Surepayroll.com to view/print paystubs.

- a) Bank Name
- b) 9 digit Bank Routing number – found on lower left corner of checks not deposit slips
- c) **Checking** account number
- d) E-mail address for payday notification and link for viewing/printing paystubs.

Please direct your direct deposit information and any questions to: [accounting@innovargroup.com](mailto:accounting@innovargroup.com)

**\*\* Direct Deposit could take up till close of business of payday to show in your account.**

Here is a link for accessing pay stubs, and W2s after year end – January 31<sup>st</sup>

<https://www.surepayroll.com/login/auth.asp?>

or

<https://www.surepayroll.com/SPF/Login/Auth.aspx>

Paychecks are issued 1 week in arrears on a biweekly basis.

### 2020 Innovar Group Payroll Schedule

Period Start Date	Period End Date	Check Date
12/14/2019	12/27/2019	1/3/2020
12/28/2020	1/10/2020	1/17/2020
1/11/2020	1/24/2020	1/31/2020
1/25/2020	2/7/2020	2/14/2020
2/8/2020	2/21/2020	2/28/2020
2/22/2020	3/6/2020	3/13/2020
3/7/2020	3/20/2020	3/27/2020
3/21/2020	4/3/2020	4/10/2020
4/4/2020	4/17/2020	4/24/2020
4/18/2020	5/1/2020	5/8/2020
5/2/2020	5/15/2020	5/22/2020
5/16/2020	5/29/2020	6/5/2020
5/30/2020	6/12/2020	6/19/2020
6/13/2020	6/26/2020	7/3/2020
6/27/2020	7/10/2020	7/17/2020
7/11/2020	7/24/2020	7/31/2020
7/25/2020	8/7/2020	8/14/2020
8/8/2020	8/21/2020	8/28/2020
8/22/2020	9/4/2020	9/11/2020
9/5/2020	9/18/2020	9/25/2020
9/19/2020	10/2/2020	10/9/2020
10/3/2020	10/16/2020	10/23/2020
10/17/2020	10/30/2020	11/6/2020
10/31/2020	11/13/2020	11/20/2020
11/14/2020	11/27/2020	12/4/2020
11/28/2020	12/11/2020	12/18/2020
12/12/2020	12/25/2020	1/1/2021
12/26/2020	1/1/2021	1/8/2021

\*return deposit fee \$35