



This notice will serve as your 2017 Harvest Recall Letter. We will not be mailing a recall letter out in the spring. If you plan on returning, you will need to come in and update your records, view an orientation video, and participate in OSHA safety training prior to beginning employment. This is mandatory. You may update your records and view the orientation video beginning **August 14, 2017**. It is important that you complete your paperwork by **September 6, 2017**.

- You can earn EXTRA CASH by referring a friend or family member who has not worked for Express before.
- We need all employees to have an email address, working telephone number, & the necessary authorization to work in the US.
- All positions are subject to the discretion of American Crystal Sugar. Express cannot guarantee you a particular position.
- You are now able to get harvest updates at www.sugarbeetharvest.com.

DIRECT DEPOSIT PAYROLL OPTION

If you worked the harvest in 2016, you are now eligible to sign up for “direct deposit”. This is a great way to get paid. What this means is that every payday, your paycheck is **automatically deposited** into your checking or savings account. This payroll option has nothing to do with Global Cash Card. To be eligible for direct deposit, your name must be on the checking or savings account, and the account must be active. **The direct deposit form is located on the back side of this letter and must be completed and returned to Express EACH year.**

Please respond before July 21, 2017 by mailing or faxing (701-787-5881) your completed Direct Deposit form to:

Express Employment Professionals
Attn: Payroll
3590 S 42nd St
Grand Forks ND 58201

We will not be taking responses by phone.

(We will continue to use the Global Cash Card for any returning employee that does not sign up for direct deposit. You can use the same Global Cash Card you used last year, so be sure to bring it in when you update your records after 8-14-17.)



IF YOU WISH TO ZERO OUT YOUR GLOBAL CASH CARD UNTIL NEXT YEAR - 2017 ... We recommend that you:

- 1) Deplete your card to ZERO funds or call Global Cash Card at 866-395-9200, select “Option 7” and request a check for the remainder of your balance to be mailed to you. It is recommended you have a zero balance on your card while not in use to avoid inactivity fees. **DO NOT** inactivate your card or you will need a new one next harvest.
- 2) Use your permanent Visa card inside the bank with a teller (this is called a cash advance transaction)
- 3) Use your instant or permanent Visa card at any store such as Target or Wal-Mart. (Remember to avoid any fees -- do not use your pin #, always select credit and sign for your purchase)

If you have not received your Visa card, if you have lost your card or forget your pin #, call GCC @ 866-395-9200 and select Option 7. You can then update your mailing address and GCC will mail out a new Visa card, which you should receive within 7-10 days.

If your Global Cash Card is at a zero balance, you will NOT incur any fees. If your card has a balance with no activity for 90 days there will be a monthly dormancy fee.

Once your card is at a zero balance, tuck it away for next year’s Harvest season because you can use the same card. As long as you have a zero balance, you will not incur any fees during the time you are not using it. Make sure to check your card balance before and after withdrawing your final funds to avoid any over-draft fees. You can check your card balance for free by logging onto www.globalcashcard.com or calling 866-395-9200 and selecting Option 3. If you check your balance at an ATM, the ATM will charge you a fee.

Sincerely- Scott Lindgren, Managing Partner

Direct Deposit Application →



2017 Sugar Beet Harvest Direct Deposit Authorization

Directions — To sign up for Direct Deposit, fill out Section 1. Then take this form to your financial institution. They must verify the information in Section 1 and complete Section 2. The completed form must be returned to Express before Direct Deposit can be initiated.

Section 1:

Name: _____ Soc. Sec. Number: _____

Address: _____ Apartment Number: _____

City: _____ State: _____ Zip Code: _____

Home Telephone Number: _____

I hereby authorize Express Employment Professionals to deposit funds into the account indicated below. I also authorize Express, if necessary, to withdraw funds from the account below to correct any errors. This authority is to remain in full force and effective until Express receives written notice from me to terminate the direct deposit, allowing a reasonable amount of time for Express and the financial institution to act. I accept responsibility for notifying Express of any change to my account's status. I also understand that changes will take three (3) weeks and that regular (paper) checks will be distributed during this three-week period.

Funds can only be deposited into one account, checking or savings. Please select your direct deposit account type: **Checking** or **Savings**

Associate Signature

Date

Express Representative Signature

Date

Office Number

Section 2: (This section MUST be filled out by your financial institution)

Bank (Financial Institution): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Please enter account numbers **EXACTLY** as they need to appear.

Receiver's Account Number: _____

Receiver's 9-Digit Routing Number: _____

Bank Representative Name

Signature

Date

Bank representative's signature required for processing.