



## **AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL**

### **1. EMPLOYEE INFORMATION**

Last Name:	First Name:	Daytime Number: ( )	Social Security Number:	Entity/Co. Name:	Pay Grp:
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### **2. FORM INSTRUCTIONS**

1. **Read** carefully the employee direct deposit Terms of Agreement and Authorization below.
2. Complete this form electronically, or **CLEARLY PRINT** all information using a **ballpoint pen**. **Do not forget to sign and date.**
3. **Contact your financial institution** to confirm your saving and/or checking account ABA/Routing Number(s) and account number(s).
4. The payroll system will allow deposits in up to **three different accounts, no more than 2 can be checking.**
5. For each checking account, **attach a copy of a check to the form.** Write "VOID" across the check. Your name must be printed on the check.

**\*\*Important Note: Please allow 1 – 2 pay cycles for the direct deposit to take effect and ensure steps 1- 7 are completed to avoid delays in the set up.**

### **3. DIRECT DEPOSIT CHOICE**

I direct the following accounts & amounts be set up as Direct Deposit:			New <input type="checkbox"/>	Cancel <input type="checkbox"/>	Change: <input type="checkbox"/> (Use Explain Change section)
Full Net Deposit (take home pay) <i>(If partial Deposit, complete below)</i>	<input type="checkbox"/> Yes, net deposit	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank ABA/Routing No.: _____		
			Bank Account No.: _____		
			Bank Name: _____		
			Phone: _____		
Explain Change:					
Partial Deposit (indicate amount)	\$ _____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank ABA/Routing No.: _____		
			Bank Account No.: _____		
			Bank Name: _____		
			Phone: _____		
Explain Change:					
Partial Deposit (indicate amount)	\$ _____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank ABA/Routing No.: _____		
			Bank Account No.: _____		
			Bank Name: _____		
			Phone: _____		
Explain Change:					

### **4. TERMS OF AGREEMENT AND AUTHORIZATION OF PAYROLL DEPOSIT**

- I have read and understand the employee direct deposit information.
- **I understand that I am responsible, upon receiving my pay statement of deposit, to verify with my bank that my account has been credited.**
- I agree to promptly notify EmployMe Now Staffing of changes in my bank or account status.
- I understand that this authorization remains in full force and effect while I am an EmployMe Now Staffing employee unless Employee Services-Payroll Unit receives my timely written request to terminate.
- When I sign this form, I am in agreement, that any funds erroneously deposited into my account(s) in excess of my authorized amount or current salary entitlement, AEG has the authorization to initiate debit entries and adjustments, within 24 hours of the transfer, to correct the error without any liability.

### **5. DIRECT DEPOSIT TEST OR PRE-NOTE PROCESS EMPLOYER STATEMENT**

The EmployMeNow Payroll Unit office will confirm the validity of the account number (s) listed including bank routing and transit numbers. The automated clearinghouse (ACH) process requires that direct deposit entries with zero dollar amounts be sent through the network as a test before the actual direct deposit for an employee. This "PRENOTE" must be sent at least 10 calendar days before any actual pay is sent through the network. This is a test of the accuracy in information you provided with this authorization agreement. If the entry cannot be processed by the ACH, it will be returned to EmployMe Now Staffing, at which time a payroll representative will contact you to rectify any incorrect information.

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