

Direct Deposit Form

Client Company Name _____

Employee Name _____

I authorize Employnet and the financial institution(s) listed below to deposit my pay automatically to the indicated account(s) and to make adjusting entries including the removal of funds if the employer does not make them available.

| Bank / Credit Union | State | Type Circle One | Amount |
|---------------------|-------|--------------------|--------|
| | | Ckg Sav | |
| Routing Number | | Account Number | |

(routing number must be taken from a voided check and not a deposit slip)

Please Check One:

| | | | |
|--------------------------|---|--------------------------------|--------------------|
| <input type="checkbox"/> | New or Additional Direct Deposit | | |
| <input type="checkbox"/> | Change the Bank or Account Number on an Existing Direct Deposit | Account number to be replaced: | |
| <input type="checkbox"/> | Change the Amount of an Existing Direct Deposit | Amount was: | Amount changed to: |

Provide a Copy of A Voided Check

Deposits are normally available two (2) banking days after payroll is processed. It is my responsibility to verify deposits on a per pay period basis before writing checks against these funds. This Authorization can take up to three (3) pay periods to activate. I understand that Employnet is not responsible for bank errors or bank fees. I may cancel these Direct Deposit(s) at any time. Banking services are provided in accordance with the limitations and restrictions of the National Automated Clearing House Association.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|