

## Direct Deposit Agreement

Employees are required to have payroll checks automatically deposited into their checking or savings account on their scheduled pay day. Direct Deposit is safe, convenient and easy.

Please attached a VOID'ed check or letter from your bank with your bank routing and account number, make sure you check mark if it is a savings or checking account. If you need to divide into two separate accounts, please use a second form and put the percentage or dollar amount that you want to go into each account.

Client Name: \_\_\_\_\_

✓ Employee Name: \_\_\_\_\_

✓ Employee SSN: \_\_\_\_\_

✓ Routing Number: \_\_\_\_\_

✓ Account Number: \_\_\_\_\_

✓ Amount to Deposit: \_\_\_\_\_ % or \$ \_\_\_\_\_

✓ Checking: \_\_\_\_\_ or Savings: \_\_\_\_\_

\*I grant my employer the right to correct any electronic funds transfer resulting from an overpayment by debilling my account to the extent of such overpayment or any incorrect payment.

✓ **Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You must verify that your check has been Direct Deposited into your Account BEFORE writing checks.

**A Voided Check must be Attached in Order to Setup Direct Deposit**

# VOIDED CHECK