Datapay
PAYROLL SERVICES

Authorization for Payroll Direct Deposit - Employee Form

Please attach a voided check and fax completed form to Datapay Payroll at the corresponding office.

Employer

Company name: __**Colony Personnel**_____   Company Number:____**9294**_____

Employee

Name: _____   Emp. No.   _____

Address: _____

_____

Account One:	% or $ of net

Select one:
- ☐ New
- ☐ Change
- ☐ Additional

Account type:
- ☐ Checking
- ☐ Savings

Routing Number: _____

Account Number: _____

Bank Name: _____

_____ %

or

$ _____

Account Two:	% or $ of net

Select one:
- ☐ New
- ☐ Change
- ☐ Additional

Account type:
- ☐ Checking
- ☐ Savings

Routing Number: _____

Account Number: _____

Bank Name: _____

_____ %

or

$ _____

Account Three:	% or $ of net

Select one:
- ☐ New
- ☐ Change
- ☐ Additional

Account type:
- ☐ Checking
- ☐ Savings

Routing Number: ☐☐☐☐☐☐☐☐☐

Account Number: _____

Bank Name: _____

_____ %

or

$ _____

I authorize my employer, Datapay Inc. and the financial institution listed above to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error to my accounts. This authorization is effective from the date thereof and will remain in effect until revoked by me in writing or cancelled by the bank.

I understand that all transfers are made by Datapay Inc. are subject to the availability of employer funds and I authorize credit entries to be reversed if sufficient funds are not available from my employer.

Deposits are normally available two (2) banking days after payroll is processed. I understand it is my responsibility to verify all deposits each pay period before writing checks against these funds. I understand that my employer and Datapay Inc. are not responsible for any bank errors or bank fees.

EMPLOYEE:	**AUTHORIZED PAYROLL CONTACT:**
_____ _____ Signature Date	_____ _____ Signature Date

Employee's signature alone is sufficient if a voided check is attached; if no check is attached, we require an authorized payroll contact to sign in addition to the employee.