

Employee Direct Deposit Enrollment Form

Payroll Manager—Please complete this section and fax form to PAYROLLplus with bi-weekly payroll worksheet for employee enrollment. Contact Donna with PAYROLLplus for further instructions on how to update your employee's direct deposit information. (Please print.)

Company Name: _____ Employee Number: _____

Payroll Manager Name: _____ Payroll Mgr Signature: _____

To enroll in Direct Deposit, simply fill out this form and give it to your payroll manager. Attach a voided check for each checking account—not a deposit slip. If depositing to a savings account, ask the bank to give you the Routing/Transit number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Important! Please read and sign before completing and submitting.

I hereby authorize PAYROLLplus to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by PAYROLLplus to my account. In the event that PAYROLLplus deposits funds erroneously into my account, I authorize PAYROLLplus to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until PAYROLLplus and Bank have received written notice from me of its termination in such time and in such manner as to afford PAYROLLplus and Bank reasonable opportunity to act on it.

Employee Name: _____ Social Security # _____ - _____ - _____

Employee Signature: _____ Date: _____

Account Information

Make sure to indicate what kind of account is being used for your direct deposit.

Type of Account: Checking _____ Savings _____ Other _____

Bank Name/City/State: _____

Routing/Transit #: _____ Account #: _____

ATTENTION PAYROLL MANAGER:

Employers must keep each original employee enrollment form on file as long as the employee is using Direct Deposit, and for two years thereafter.