



# Employee Agreement Direct Deposit Authorization

I, \_\_\_\_\_, (employee) do hereby authorize

\_\_\_\_\_ (employer) to deposit my payroll check directly into all of my Checking or Savings accounts as specified below. I understand this authorization will remain in effect until I provide timely written notice to cancel this service. I also understand that my account may receive a prenote (\$0.00) transaction one pay cycle before I can begin the direct deposit on a live basis. I authorize any overpayments to me to be electronically deducted from my account.

Account(s) to be credited (can be deposited in up to three different accounts):

Bank/Credit Union	ABA/Routing Number	State	Type Circle One	Amount	Account Number
			Checking Saving		
			Checking Saving		
			Checking Saving		

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:
<input type="checkbox"/>	Stop Direct Deposit		
<input type="checkbox"/>	Other Please Explain:		

**Voided check (not a deposit slip) or letter from your bank  
MUST be attached to process request.**

<p><b>Attach</b></p> <p><b>Voided</b></p> <p><b>Check</b></p> <p><b>Here</b></p>	<p>I Authorize my Employer and all financial institution(s) involved in each transaction, to deposit my pay automatically indicated account(s) and to make adjusting entries including the removal of funds. If the employer does not make them available, in which case, I waive any rights I have to return debit entries to my account and I personally guaranty the return of the funds in question.</p> <p>I understand that neither my employer nor Human Capital Strategies is responsible for bank errors or bank fees. It is my responsibility to verify deposit on a per pay period basis before writing checks against these funds. I will check with my bank regarding deposit availability.</p>
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date