

# Employee Direct Deposit Agreement

**What is Direct Deposit?**

Your paycheck is automatically deposited into the account(s) you specify with every payroll. No more paper checks to track and no more rushing to the bank to deposit your paycheck on your lunch hour. It is safe, convenient and easy.

**How Does Direct Deposit Work?**

The first payday after completion of this form, you will receive an actual paper check and your requested Direct Deposit checks will be verified by the banking institutions. After approval, your next pay will be automatically deposited into your account, and you will receive a Direct Deposit Voucher which shows: Gross pay, Taxes, other pays and/or deductions and net pay. The net pay amount will be deposited into the bank account(s) specified by you below. These deposits will appear on your bank statement for your review.

**3 Simple Steps Are Needed:**

- Step 1:** Enter your name, social and complete left side of form
- Step 2:** Sign your name at the bottom
- Step 3:** Attach a voided check for each separate account listed. No deposit slips, please.

## Payroll Pros Direct Deposit Authorization Form - please complete and return to your employer

I authorize Payroll Pros, LLC's said institution, and the financial institution(s) I list below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries, which were incorrectly funded by any person or for any processing activities by said Banking Institutions. This authorization will remain in effect until written notice of cancellation.

Employee Name \_\_\_\_\_

Employee SSN \_\_\_\_\_

Account #1  
 New Account  
 Change Account  
 Delete Account

Checking Account  
 Savings Account

Flat Percentage  
 \$ \_\_\_\_\_ %  
 Attach Voided Check for Account #1 here. Write #1 on check clearly.

Account #2  
 New Account  
 Change Account  
 Delete Account

Checking Account  
 Savings Account

Flat Percentage  
 \$ \_\_\_\_\_ %  
 Attach Voided Check for Account #2 here. Write #2 on check clearly.

Account #3  
 New Account  
 Change Account  
 Delete Account

Checking Account  
 Savings Account

Flat Percentage  
 \$ \_\_\_\_\_ %  
 Attach Voided Check for Account #3 here. Write #3 on check clearly.

Account #4  
 New Account  
 Change Account  
 Delete Account

Checking Account  
 Savings Account

Flat Percentage  
 \$ \_\_\_\_\_ %  
 Attach Voided Check for Account #4 here. Write #4 on check clearly.

**Note:**

Any check net remaining after dispersing through the above accounts will be cut with an actual check. Please verify with your banking institutions the direct deposit routing and account numbers as sometimes these are different from what is listed on your paper checks. If you do not have a bank account, ask about signing up for the Payroll Pros Debit Access Cards.

\_\_\_\_\_  
 Employee Signature  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Employer Use Only  
 Company #:  
 \_\_\_\_\_  
 Employee #:  
 \_\_\_\_\_