

APPLICATION FOR DIRECT DEPOSIT

Employee Name _____

Social Security Number _____

Employee Number (indicated on payroll check stub) _____

Worksite Location (your employer) _____

Check here if you will be using multiple accounts ____ . Please use separate applications for each account.

Bank Name _____

Bank Address _____

Branch Name _____

City _____ State _____ Zip _____

Telephone _____

Bank Transit (or Routing) Number (will be 9 digits) _____

Bank Account Number _____ Checking _____ or Savings _____

Amount to be deposited \$ _____ or % _____ Max \$ limit of deposit _____

Please call your bank to obtain your **correct routing number and account information for a direct deposit**. It will take 10 days from the time Payroll USA, Inc. receives your application until your direct deposit will take effect. Incorrect information on this application could cause delays. Funds transferred by electronic transmission should post to your account on your payday, **however this may vary due to individual bank processing rules**. Employee remains responsible for verifying that payroll funds are deposited, cleared and are available prior to writing checks or debiting his/her account.

I authorize Payroll USA, Inc. to deposit _____% of my paycheck into the account at the above specified financial institution. Any changes to or termination of this agreement must be provided to Payroll USA, Inc. **in writing**. Should any corrections to my direct deposit be necessary, I authorize Payroll USA, Inc. to debit/credit my account accordingly

Employee Signature _____ Date _____

INSTRUCTIONS TO EMPLOYEE:

PLEASE ATTACH A VOIDED CHECK FROM YOUR CHECKING ACCOUNT TO THIS APPLICATION. DEPOSIT SLIPS WILL BE ACCEPTED FOR DIRECT DEPOSITS INTO SAVINGS ACCOUNTS ONLY

APPLICATIONS SHOULD BE FAXED OR MAILED TO PAYROLL USA, INC., AT THE NUMBERS / ADDRESS SHOWN BELOW. APPLICATIONS ARE SUBJECT TO APPROVAL.

Internal Office Use Only

Verified Routing _____	Verified Account _____	First Prenote Date _____
Balance _____	Fixed _____	Percent _____
Entered On _____	By _____	Limit _____