

Employee Direct Deposit Authorization

Client Name: ACCURATE PLACEMENT, L.C.

INSTRUCTIONS: Please complete the information below and sign. Attach a voided check to the bottom of this form and fax to Accurate Placement at 602-678-0185.

***Direct deposit will not be effective immediately upon receipt. There is a 2-week set-up period.**

EMPLOYEE INFORMATION:

Employee Name: _____ Social Security #: _____

Bank Name: _____

Begin Direct Deposit: _____ Change Direct Deposit: _____ Cancel Direct Deposit: _____

1. **Savings / Checking:** Routing #: _____ Account #: _____

Amount to be Deposited: Total _____ Dollar Amount: \$.00 Percentage: _____ %

2. **Savings / Checking:** Routing #: _____ Account #: _____

Amount to be Deposited: Total _____ Dollar Amount: \$.00 Percentage: _____ %

NOTE: Direct deposits are forwarded electronically to our bank and then processed through the Clearinghouse of the Federal Reserve Bank before being sent to your bank. This process takes **two business days** to complete. Your bank then posts the funds to your account. You remain responsible for verifying that your funds have been deposited, and are available prior to writing checks or debiting your account.

WORKLIFE FINANCIAL WILL NOT BE RESPONSIBLE UNDER ANY CIRCUMSTANCES FOR OVERDRAWN ACCOUNTS!

I hereby authorize WorkLife Financial and the above named financial institution to credit my account for direct deposit of payroll checks and, if necessary, to initiate debits or adjustments for credits made in error. This authority will remain in effect until I have canceled it in writing to WorkLife Financial. In consideration of receipt of each payment by direct deposit, I agree to notify WorkLife Financial immediately of any error in reported hours worked or paid for each pay period.

Employee Signature: _____ Date: _____

ATTACH VOIDED CHECK HERE

ATTACH VOIDED CHECK HERE

YOUR NAME 124 Any Street City, ST 12345	001234
Date: _____	
Pay to the Order of _____	\$ <u>.00</u>
_____ <i>ABC National Bank</i> City, ST	DOLLARS
MEMO: _____	
:000000000 :000000000: 001234	

VOID