



# Employee Direct Deposit Authorization and Agreement

Company Name	Employer Identification Number (EIN)
Employee Name	Employee Social Security Number (SSN)

**REQUIRED:** Please attach voided check(s) for the Direct Deposit bank account(s) as verification for each Request.

I authorize my employer, as noted above, BeyondPay and all financial institution(s) involved in each transaction to deposit my pay automatically to the 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 may have to return debit entries to my account and I personally guaranty the return of the funds in question.

\*\*If depositing to a savings account, ask your bank to give you the Routing Number for your account. It isn't always the same as the number on a savings deposit slip. This will ensure you are paid correctly.

### Direct Deposit 1

I wish to deposit: \$ \_\_\_\_\_

- or - \_\_\_\_\_ Net Pay

Bank / Credit Union Name	City, State	
ABA/Routing Number	Account Number	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

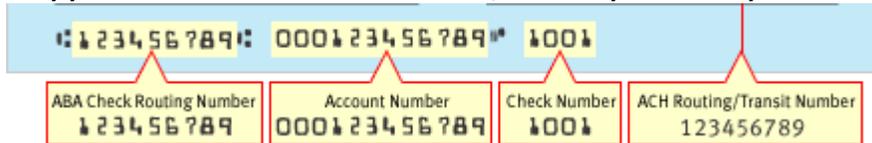
### Direct Deposit 2

I wish to deposit: \$ \_\_\_\_\_

- or - \_\_\_\_\_ Net Pay

Bank / Credit Union Name	City, State	
ABA/Routing Number	Account Number	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

**Please verify your account information with a check, and with your bank if you are not certain.**



Deposits are normally available two (2) banking days after payroll is processed. In certain cases, receiving banks may choose to post later, causing funds to be available the third (3<sup>rd</sup>) business day. It is my responsibility to verify deposits on a per pay period basis before writing checks against these funds. This Authorization can take up to three (3) pay periods to activate. I understand that neither my employer, nor BeyondPay is responsible for bank errors or bank fees. Direct Deposit Financial services are provided in accordance with this Direct Deposit Agreement, BeyondPay's Power of Attorney/Guaranty/Terms and Conditions and the limitations and restrictions of the National Automated Clearing House Association. I may cancel these Direct Deposit(s) at any time. I also understand that mistakes made on this form may result in delayed deposits and/or bank fees.

Signature	Date

Rev. 10/2009