



DIRECT DEPOSIT
NEACH PRENOTIFICATION FORM

I Authorize you and the financial institution listed below to deposit my pay automatically to my:

CHECKING ACCOUNT SAVINGS ACCOUNT

This authority will remain in effect until I, or my company's payroll representative, have cancelled it in writing. I hereby also authorize drafts to adjust any over-deposits which were credited to my account.

CLIENT #

BANK NAME

COMPANY NAME

BANK ADDRESS

EMPLOYEE #

BANK PHONE #

EMPLOYEE NAME

SOCIAL SECURITY #

EMPLOYEE SIGNATURE

*****PLEASE SPECIFY AMOUNT OF TRANSFER OR NET PAY TO YOUR ACCOUNT*****

Please verify with your financial institution's ACH department, your direct deposit account number and routing number. The routing or transit number is always a 9 digit number. The account number varies by financial institution. Specify the account is checking or savings. Include a copy of your check.

NOTE: DIRECT DEPOSIT IS NOT 100%...NEVER WRITE CHECKS UNTIL THE DEPOSIT HAS BEEN VERIFIED!!!

Please attach a photocopy of your check...NOT a deposit ticket

Transit # (9 digits)

Account Number

\$ CHECKING [Transit # grid]

Account Number

Transit # (9 digits)

\$ CHECKING [Transit # grid]

Account Number

Transit # (9 digits)

\$ SAVINGS [Transit # grid]

Account Number

Transit # (9 digits)

\$ SAVINGS [Transit # grid]

Account Number

Transit # (9 digits)

COMPLETE PAYROLL SERVICES