



## Employee Direct Deposit Authorization

### GENERAL INFORMATION

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Company Name : \_\_\_\_\_ Company Number: \_\_\_\_\_

Last Name : \_\_\_\_\_ First Name: \_\_\_\_\_

### AGREEMENT

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I hereby authorize and request the company named above to make payment of any amounts owing to me by initiating credit entries to my account indicated below in the bank named below, and I authorize and request the bank to accept any credit entries initiated by the company to such account and to credit the same to such account without responsibility for the correctness thereof. I also authorize and request the company to effect repayment to the company for amounts owed to it because of prior erroneous credit(s) initiated to my account. It is understood that this agreement may be terminated by me at anytime by written notification to the company. Any such notification to the company shall be effective only to respect to entries initiated by the company after receipt of such notification and a reasonable opportunity to act on it. I recognize, acknowledge, and accept this service is being provided for my convenience. As such, I agree to hold the company, Performance Payroll LLC, each participating bank and NACHA harmless from any claim incident to the operation of this plan, arising from any act or omission by the company or Performance Payroll LLC, their employees, including, without limitation, any claim based on alleged loss as a result of any non-credit of any deposit, and any claim that may be made by any depositor as a result of the rejection of any of his debits because of insufficient funds arising from the failure to credit deposits to his/her account.

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

### BANKING INFORMATION

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Account Type:  Checking  Savings (Routing number needed)

Select one of the following methods of deposit

- Entire net pay each pay period
- \$\_\_\_\_.\_\_\_\_ of net pay each pay period
- \_\_\_\_\_% of net pay each pay period

**Required!** Please attach copy of voided check. Payroll will not be processed without voided check. **One bank account per agreement.**

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_