

Direct Deposit Enrollment Form

To enroll in direct deposit, complete this form and give it to your payroll manager.

Payroll Manager – Please complete this section

Company Name _____ (hereafter referred to as Company)

Payroll Manager Name _____ Signature _____ Date _____

IMPORTANT! Employee - Please read and sign before completing

I hereby authorize Company and Easytrack Payroll LLC, acting as Company's payroll processing service, to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereafter "Bank") indicated on this form. Further, I authorize Bank to accept and credit any credit entries initiated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I authorize Company to debit my account for an amount not to exceed the original amount of the erroneous credit.

Furthermore, I accept receiving my paystub in electronic format from Company by way of Company's online portal.

This authorization is to remain in full force and effect until Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

Employee Name _____ Social Security #: _____

Employee Signature _____ Date _____

Email Address (to receive paystubs) _____

Account Information:

Make sure to indicate what kind of account, along with an amount to be deposited if less than your total paycheck.

1. Bank Name / City / State _____

Routing/Transit # _____ Account # _____

Checking Savings Other _____ I wish to deposit: \$ _____ .00 or 100% of Paycheck

2. Bank Name / City / State _____

Routing/Transit # _____ Account # _____

Checking Savings Other _____ I wish to deposit: Remainder of Paycheck

Attach a voided check (NOT deposit slip) for each checking account. If depositing to a savings account, ask your bank to give you the routing/transit # for your account. It is not always the same number that is on your savings deposit slip.

ATTACH VOIDED CHECK(S) – NOT a deposit slip

