



Direct Deposit Employee Authorization Form

Peter Zappa and Associates, Inc.	97	3365
Company Name	Company No.	
Employee Name	Employee No.	

I authorize you and the financial institution(s) listed below to deposit my pay automatically to the indicated account(s) and to make adjusting entries as may be required. If funds are not available at the time adjusting entries are attempted, I authorize you and my employer to set-off the net of future paychecks and/or any and all tax withholdings in the amount of the adjustments required.

Bank/Credit Union Routing (ABA) Number	State	Type Circle One	Amount Percent Circle One	Account Number
		Ckg Sav		
		Ckg Sav		
		Ckg Sav		

Please Check One:

<input type="checkbox"/>	New or Additional Direct Deposit		
<input type="checkbox"/>	Change the Bank or Account Number on an Existing Direct Deposit	<i>Previous account number to be replaced:</i>	
<input type="checkbox"/>	Change the Amount of an Existing Direct Deposit	Amount was:	Amount changed to:
<input type="checkbox"/>	Other: Please Explain:		

Deposits are normally available two (2) banking days after payroll is processed. 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 Advantage is responsible for bank errors or bank fees. I may cancel these Direct Deposit(s) at any time.

Signature	Date

Please attach one of the following to the back of this form for each account:

Do NOT cover the front of this form!

- Voided Check
- Bank letter or specification sheet *

* See your local bank representative

Direct Deposit Instructions

1. **All direct deposit requests must be submitted on an Advantage Payroll Direct Deposit Authorization Form.**
 - The form must be completed including the employee name at the top. The first section must be completed and included the bank, account type (*e.g.* checking or savings), amount (words are acceptable like “balance”, “entire”, “remainder”, etc) and account number for each account.
 - The appropriate box in the center section should be checked off.
 - If the request is to change to a different account, the “new” account information should be in the top section and the account number being replaced must be in the box labeled “*Previous account number to be replaced.*”
 - If the request is to change an amount, the “previous” and “new” amount must be listed and the account information **MUST** be in the top section for the account to be changed.
2. **The Authorization form must be signed and dated by the employee.**
3. **The form must be accompanied with account verification preprinted from a bank that includes ***BOTH*** the bank routing number and account number.**
 - Examples of acceptable documentation would include a copy of a voided check, deposit slip (*if* it includes a valid ACH routing number), bank card showing ***BOTH*** routing and account number, or a pre-printed form provided by the bank with the bank routing number and account number. **NOTE: *Savings account requests must also be accompanied with account verification.*** If the employee does not have it, their bank can provide it and will sometimes even fax it to them.
4. **Authorization forms and account verification can be faxed to our office.**
 - Please note however, that nothing can cover the Authorization Form. Verification documentation must be faxed as a separate page.
 - Both the Authorization Form and verification documentation must be clear and easily read. It is suggested that a photocopy of the check be made first insuring that the background is light enough to clearly see all the printing on the check.
5. **All direct deposit requests are pre-noted (tested) for two calendar weeks after receipt and must be tested when an employee is paid.**
6. **Direct deposits are normally available on the check date. It is the employee’s responsibility to verify availability of funds on a per pay period basis before writing checks against these funds.** Neither the employer nor Advantage Payroll Services is responsible for bank errors or bank fees associated with employees not verifying availability of funds prior to writing checks against them.
5. **Each employee can have up to three (3) different direct deposits (in three different banks if so desired) at no charge.** Each deposit over three (3) up to eight (8) is \$.25@ and charged to the employer.

Advantage Direct Deposit -- a timely way to deposit employee’s pay quickly and easily each pay period.