

Direct Deposit Authorization

(Please Print - Instructions on Reverse)



(A) Name _____
 Employer Name _____
 Social Security # _____

You must attach a voided check for each NEW deposit request
For deposit into a savings account, you may use a deposit slip

(B)

Action	Effective Date	Account	Account Info / Deposit Amount				
FIRST ACCOUNT							
<input type="checkbox"/> NEW* <input type="checkbox"/> Cancel <input type="checkbox"/> Change <small>(Amounts only)</small>	<input type="checkbox"/> As Soon As Possible* <input type="checkbox"/> Future Pay Date ____ / ____ / ____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account #	Routing #	Bank		
			<input type="checkbox"/> Deposit my ENTIRE Payroll <small>(Finished - Sign & Date Form)</small>			<input type="checkbox"/> \$____.00 Per Pay period -or- <input type="checkbox"/> ____ % of Net Pay	
						List second account below -or- <input type="checkbox"/> Remaining to Live Check <small>(Finished - Sign & Date Form)</small>	
SECOND ACCOUNT							
<input type="checkbox"/> NEW* <input type="checkbox"/> Cancel <input type="checkbox"/> Change <small>(Amounts only)</small>	<input type="checkbox"/> As Soon As Possible* <input type="checkbox"/> Future Pay Date ____ / ____ / ____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account #	Routing #	Bank		
			<input type="checkbox"/> Deposit Remaining Balance <small>(Finished - Sign & Date Form)</small>			<input type="checkbox"/> \$____.00 Per Pay period -or- <input type="checkbox"/> ____ % of Net Pay	
						List third account below -or- <input type="checkbox"/> Remaining to Live Check <small>(Finished - Sign & Date Form)</small>	
THIRD ACCOUNT							
<input type="checkbox"/> NEW* <input type="checkbox"/> Cancel <input type="checkbox"/> Change <small>(Amounts only)</small>	<input type="checkbox"/> As Soon As Possible* <input type="checkbox"/> Future Pay Date ____ / ____ / ____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account #	Routing #	Bank		
			<input type="checkbox"/> Deposit Remaining Balance <small>(Finished - Sign & Date Form)</small>				

IMPORTANT NOTICE* - For NEW deposit requests - Your Direct Deposit is pre-notified with your bank and the Federal Reserve to ensure that bank routing numbers and your account number are correct. **This process may delay your initial deposit by up to two (2) pay periods, depending upon your pay cycle.

(C)

I authorize Payroll Maxx to deposit my payroll check into my account(s) as detailed above. I request that Direct Deposit begin according to the Effective Date listed, and continue until I provide written cancellation notice to Payroll Maxx. If the amount of my Direct Deposit is incorrect or in error, I authorize Payroll Maxx to recover any amounts deposited from my account. I understand that I am responsible for the repayment of any funds directly deposited into my account in error which are not recovered by Payroll Maxx.
 I acknowledge that I am the account holder on this account.

 Signature

 Date of Authorization

Upon completion, please submit original to Payroll Maxx. Do Not Write Below Line.

(402) 339-9700 or (888) 451-2667 • Fax (402) 537-9485 or (888) 537-9485

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Instructions:

(A) Please PRINT your Name, Employer Name, and Social Security Number on top of form.

(B) **Action**

- NEW -- For employees starting Direct Deposit, re-enrollment after cancellation or re-hire, and adding or changing account numbers.
- Cancel -- To Stop or Cancel an existing Direct Deposit account.
- Change -- When changing deposit amounts.

Effective date

- For a NEW deposit request "As Soon As Possible" requires your first payday to be pre-notified (a test run to verify numbers), the second payday will be direct deposited into your account(s).
- For Changes or Cancellations, ASAP will become effective the first payday (allowing for processing time).
- For Future Pay Date, allow processing time by Payroll Maxx (varies according to pay cycle and employer terms - consult your employer for details).

Account

Check the box to indicate a checking or savings account. Some savings accounts offer the use of checks while still being categorized as savings accounts. Money Market accounts or Investment accounts may be categorized as checking. Check with your financial institution for details.

Account Info

Print ACCOUNT NUMBER, ROUTING NUMBER, AND BANK NAME -- See illustration below for assistance.

The illustration shows a check with the following fields and markings:

- Top right: 132
- Bottom right: 19
- Pay to the order of: []
- Bank Name: []
- City, State: []
- MEMO: []
- Bottom left: 12345678010203456010132

You must attach a voided check for each NEW account

For deposit into a savings account, you may use a deposit slip

↑
Routing #
123456780

↑
Account #
102034560

↑
Check #
0132

While the position of the account number on your check may vary from the example (e.g., it might not be in the middle) the same principles apply.

Deposit Amount - Once the account you select reads "Finished - sign and date form" go to (C).

- My Entire Payroll -- No other accounts can be selected, please go to (C).
 - \$____.00 Per Pay period or ____% of Net Pay
- You may have the remaining balance issued as a live check, or you may list a second (possibly third) account for the remaining amount.

(C) **Read Terms, Sign and Date Authorization**

- **FORM MUST BE SIGNED AND DATED.**
- **ATTACH A VOIDED CHECK FOR EACH ACCOUNT**, For Savings Accounts - you may use a deposit slip.
- Take or send the original form to your payroll office or submit to Payroll Maxx.

Other Information:

Your name must be on the account to which the funds are deposited. NOTE: It can be a joint account, as long as YOUR name is on the account.

You may deposit into three accounts, and they can be at different financial institutions, including a credit union.

Direct Deposits are credited to your account on payday.

Verify with your financial institution on your pay date that your Direct Deposit has gone into effect.

If changing accounts, verify deposit to the new account before closing the old account.

DO NOT close an existing account without notifying us of the change, in writing, within a reasonable amount of time.

Direct Deposit continues until you notify Payroll Maxx in writing to cancel, or upon termination of employment (a new form must be completed upon re-hire).