

**SIMPLE, EASY, AUTOMATIC**

Direct Deposit of Payroll participants enjoy the added fringe benefits of:

- Automatic deposit of pay into checking, savings, or credit union accounts
- Not having to spend your lunch hour making deposits at the bank
- Saving time and frustration of waiting in the teller line on payday
- Access to cash on payday through convenient ATMs
- Avoiding delay of paycheck deposit due to vacation, illness, travel, etc.
- Eliminating lost or stolen paychecks
- Continuing to receive a pay voucher detailing gross pay and deductions

**Authorization Agreement for Pre-Authorized Payments**

I hereby authorize WorkLife HR or a WorkLife HR company to initiate credit and/or debit entries to my account(s) indicated below, at the depositories named below, hereinafter called DEPOSITORY, to credit and/or debit the sums by such account. In the event an overage of funds is deposited into my account(s) at any given time, I hereby authorize a WorkLife HR company to remove excess funds via direct debit, with the end result being my correct pay amount. **Note: Direct deposit will not be effective immediately upon receipt. There is a two-week set-up period.**

Add                       Change                       Delete

**1**

Depository Name \_\_\_\_\_ Branch \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

- Checking                       Fixed Percentage (%) \_\_\_\_\_                       Balance of Net Pay  
 Savings                       Fixed Dollar Amount \_\_\_\_\_  
 Payroll Card (complete Payroll Card Enrollment Form)

**2**

Depository Name \_\_\_\_\_ Branch \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

- Checking                       Fixed Percentage (%) \_\_\_\_\_                       Balance of Net Pay  
 Savings                       Fixed Dollar Amount \_\_\_\_\_  
 Payroll Card (complete Payroll Card Enrollment Form)

**3**

Depository Name \_\_\_\_\_ Branch \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

- Checking                       Fixed Percentage (%) \_\_\_\_\_                       Balance of Net Pay  
 Savings                       Fixed Dollar Amount \_\_\_\_\_  
 Payroll Card (complete Payroll Card Enrollment Form)

**ATTACH PRE-PRINTED VOIDED CHECKS** for each account you wish to use. If more than one account is used, make sure to designate the amount you want deposited into each account on each voided check submitted. Example: (Savings Account – \$50.00, Checking Account – Balance of Net Pay)

This authorization is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Printed Name \_\_\_\_\_ SS # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Name \_\_\_\_\_

NOTE: ALL WRITTEN CREDIT/DEBIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

The bottom of your pre-printed check looks like this:

