

EMPLOYEE



ENROLLMENT AUTHORIZATION



NEW DIRECT DEPOSIT

CLIENT INFORMATION

OFFICE		FRAN #	
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EMPLOYEE INFORMATION

EMPLOYEE		EE #	
<p>I wish to have my employer deposit my net pay and/or a fixed amount(s) each payday directly to my account(s) as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I will provide my employer a two week notice before closing bank accounts.</p>			
<p>This authorization remains in full force until PayPLUS receives written termination notification from the employee.</p>		<p>SIGNATURE</p>	<p>DATE</p>

BANK INFORMATION

BANK NAME											ACCOUNT TYPE <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS					
ROUTING NUMBER											DEPOSIT <input type="checkbox"/> NET PAY <input type="checkbox"/> FIXED AMOUNT \$ _____					
THE BANK ROUTING NUMBER MUST BE NINE (9) DIGITS IN LENGTH																
ACCOUNT NUMBER																
BANK ACCOUNT NUMBER CAN BE ANY LENGTH BUT ALL DIGITS MUST BE INCLUDED ABOVE																

VOIDED CHECK

<ul style="list-style-type: none"> A COPY OF A VOIDED CHECK IS ENCOURAGED TO ENSURE ACCURATE BANK AND ACCOUNT INFORMATION IS BEING PROVIDED. PLEASE NOTE THAT ALL NEW DIRECT DEPOSITS ARE "PRE-NOTED" WITH THE EMPLOYEE'S FINANCIAL INSTITUTION PRIOR TO BECOMING ACTIVE IN PAYPLUS. EMPLOYEE MAY RECEIVE ONE CHECK AFTER THIS FORM HAS BEEN SUBMITTED. PRE-NOTING CAN BE WAIVED BUT PAYPLUS DOES NOT GUARANTEE THE DIRECT DEPOSIT WILL CLEAR THE EMPLOYEE'S FINANCIAL INSTITUTION. THIS MAY RESULT IN EMPLOYEE NOT RECEIVING THEIR COMPENSATION ON PAY DAY. 																
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WAIVE PRE-NOTE?

☐ YES ☐ NO

AUTHORIZED BY: _____

PAYPLUS USE ONLY	RECEIVED DATE	UPDATED BY:	CLIENT NOTIFIED BY:	EFFECTIVE DATE: