



## Direct Deposit Employee Authorization Form

Company Name \_\_\_\_\_

Company No. \_\_\_\_\_

Employee Name \_\_\_\_\_

Employee No. \_\_\_\_\_

***My signature below authorizes ConnectPay, my employer and the financial institution(s) listed to deposit my pay automatically to the indicated account(s) as directed below. I agree to review my payroll statement immediately each pay period and notify my employer of any incorrect or overpayments to these account(s). As an employee of the Company above, I understand that if I receive funds that don't belong to me, I authorize my employer, ConnectPay and my bank to make adjusting entries as may be required. If funds are not available at the time adjusting entries are attempted, I authorize ConnectPay 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 <small>Circle One</small>	Amount Percent <small>Circle One</small>	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	<b><u>Previous account number to be replaced:</u></b>	
<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 on the check date, but the bank could take longer to post the deposit to the employee's bank account. I the undersigned understand it is my responsibility to verify deposits are posted on a per pay period basis before attempting to use these funds. I also understand and agree that neither my employer nor ConnectPay is responsible for bank errors and/or bank fees should I make payments against funds that have not yet been made collectible by my bank. I may cancel these Direct Deposit(s) at any time.***

Signature	Date

A voided check or bank verification form showing both the routing (ABA) number and the account number must be included with this form for each account:

**Do NOT cover the front of this form!**



## Direct Deposit Instructions

**1. All direct deposit requests must be submitted on a ConnectPay 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. 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 finds.** Neither the employer nor ConnectPay is responsible for bank errors or bank fees associated with employees not verifying availability of funds prior to writing checks against them.

***ConnectPay Direct Deposit***

***A timely way to deposit employee’s pay quickly and easily each pay period.***