



Direct Deposit Form

We are pleased to offer you direct deposit. Now you can have your paycheck automatically deposited in your checking or savings account on payday, and you don't have to change your present banking relationship to take advantage of this service.

Here's how direct deposit works:

Once your direct deposit has been entered into our system, your account goes into pre-note status, to verify we have the correct account number set up. This typically takes 5 business days. Once verified successfully, your direct deposit becomes active.

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account(s). The amount of the deposit will appear on your bank statement. We believe you will like the added convenience of having your net pay automatically deposited for you. Direct deposit is safe, convenient and easy.

All you need to do is:

1. Mark the box next to type of account to indicate whether your net pay will be deposited in your checking or savings account.
2. Fill in your name, the name and location of your financial institution, and today's date.
3. Attach a voided check for verification of the financial institution information. If you are unable to attach the voided check, please fill in your account number.
NOTE: Be sure to sign the form!

Name: _____ Client/Employer Name: _____

Phone: (_____) _____ - _____ Email: _____ SSN (last 4 digits): _____

Action Requested (Check One)

☐ Start Direct Deposit ☐ Stop Direct Deposit

☐ Change (add/delete a bank, increase/decrease fixed amount or select a new bank account)

Effective Date

☐ As Soon As Possible

☐ Future Pay Date ____ / ____ / ____

Bank Name: _____
Routing #: _____ Account #: _____ ☐ Checking ☐ Savings
Check Only One Box: ☐ Deposit any balance of net pay to this account ☐ Full deposit ☐ Fixed amount or percent \$ ____ / ____ %

If depositing more than (1) bank, you must choose one balance account.

Bank Name: _____
Routing #: _____ Account #: _____ ☐ Checking ☐ Savings
Check Only One Box: ☐ Deposit any balance of net pay to this account ☐ Full deposit ☐ Fixed amount or percent \$ ____ / ____ %

Bank Name: _____
Routing #: _____ Account #: _____ ☐ Checking ☐ Savings
Check Only One Box: ☐ Deposit any balance of net pay to this account ☐ Full deposit ☐ Fixed amount or percent \$ ____ / ____ %

Bank Name: _____
Routing #: _____ Account #: _____ ☐ Checking ☐ Savings
Check Only One Box: ☐ Deposit any balance of net pay to this account ☐ Full deposit ☐ Fixed amount or percent \$ ____ / ____ %

I authorize Key HR to deposit my net pay via direct deposit to my account(s) as indicated above. If funds to which I am not entitled are deposited to my account(s), I authorize Key HR to direct the financial institution(s) to return said funds.

I understand that it is my responsibility to verify that payments have been credited to my account(s) and that Key HR assumes no liability for overdrafts for any reason. I understand that in the event my financial institution(s) is/are not able to deposit any electronic transfer into my account due to any action I take, Key HR cannot issue funds to me until the funds are returned to Key HR by my financial institution(s).

I understand this authorization will override any previous authorization and will remain in effect until a) revoked by my written request; or b) immediately following my termination from employment with Key HR; or c) 120 days after my last paycheck was issued.

I understand I must immediately notify Key HR before I close any/all account(s) listed above while this authorization is in effect. I also understand I will be charged for any fees incurred due to any closed or invalid accounts.

Employee Signature: _____ Today's Date: ____ / ____ / ____