

# **Direct Deposit Authorization Agreement**

Company Name \_\_\_\_\_ Employee # \_\_\_\_\_

I hereby authorize \_\_\_\_\_ (hereafter the Company,) to deposit any amounts owed me by my employer by initiating credit entries to my (our) account at the financial institution (hereafter the Bank) listed below. Further, I authorize the Bank to accept and to credit any credit entries indicated by the Company to my account. In the event that the Company deposits funds erroneously into my account, I authorize Pay USA, Inc. to credit and debit entries in their entirety, or in part, to such account.

I understand that deposit of my earnings into my account may be an advance of funds on behalf of my employer, subject to the successful collection of these funds by Pay USA, Inc. If, within 30 days of the deposit, my employer does not make available these funds, which were advanced for the deposit, I authorize Pay USA, Inc. to charge my account to recover said advance (in its entirety or in part) and agree to hold them harmless from loss, limited to the amount of the deposit.

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## **New Payroll Deposit**

## **Change Deposit Information**

### **Direct Deposit (Net Pay)**

**Depository Name:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_\_

**Bank Transit #** \_\_\_\_\_ **Account #** \_\_\_\_\_

**Checking**

**Savings (please check one)**

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### **Direct Deposit (Additional Account)**

**Depository Name:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip:** \_\_\_\_\_

**Bank Transit #** \_\_\_\_\_ **Account #** \_\_\_\_\_

**Checking**

**Savings (please check one)**

**Flat Dollar Amount:** \_\_\_\_\_

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**Name (print):** \_\_\_\_\_ **SSN:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-signature (if joint account):**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTACH** a voided blank check or savings account deposit slip to validate account information (DO  
NOT attach a checking account deposit slip)

This authority is to remain in full force and effect until Company has received written notification from me on its termination in such time and in such manner as to afford the Company a reasonable time to act on it.

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