



AMERICAN Payroll Service, Ltd.

75 Railroad Avenue ◇ Johnston, RI 02919

Phone: 401-232-7200

Fax: 401-232-1458

DIRECT DEPOSIT/NEACH PRE-NOTIFICATION FORM

I AUTHORIZE YOU AND THE FINANCIAL INSTITUTION LISTED BELOW TO DEPOSIT MY
PAY AUTOMATICALLY TO MY BANK

THIS AUTHORITY WILL REMAIN IN EFFECT UNTIL I, OR MY COMPANY'S PAYROLL
REPRESENTATIVE HAVE CANCELLED IT. I HEREBY ALSO AUTHORIZE DRAFTS TO
ADJUST ANY OVER DEPOSITS WHICH WERE CREDITED TO MY ACCOUNT.

EMPLOYEE SIGNATURE: _____

COMPANY #: _____ COMPANY NAME: _____

EMPLOYEE NAME: _____ EMPLOYEE #: _____

EMPLOYEE'S BANK NAME: _____

PLEASE SPECIFY IF CHECKING OR SAVINGS AND THE AMOUNT TO BE
DEPOSITED TO EACH ACCOUNT.

CHECKING: _____ ACCOUNT #: _____ AMOUNT: _____

BANKS 9 DIGIT TRANSIT ROUTING NUMBER: _____

SAVINGS: _____ ACCOUNT #: _____ AMOUNT: _____

BANKS 9 DIGIT TRANSIT ROUTING NUMBER: _____

***WE WILL NOT PROCESS ANY CHECKING ACCOUNT WITHOUT A COPY OF A
VOIDED CHECK.***

PLEASE NOTE** AMERICAN PAYROLL SERVICE WILL NOT BE RESPONSIBLE FOR
LATE DEPOSITS INTO YOUR ACCOUNT. DIRECT DEPOSIT CAN TAKE UP TO
THREE BUSINESS DAYS TO BE DEPOSITED INTO YOUR ACCOUNT.

PLEASE CHECK YOUR BANK BALANCE BEFORE WRITING OUT CHECKS. WE
WILL NOT BE RESPONSIBLE FOR ANY FEES INCURRED BY YOUR BANK.