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## Employee

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Account Number : \_\_\_\_\_

Routing Number : \_\_\_\_\_

Account Type      ■ Checking      ■ Savings

## Bank

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Phone Number : \_\_\_\_\_

Is your account with ACH reversal block ?    ☐ Yes    ☐ No

ACH payment will not be processed if ACH reversal block is on the account or if SSTECH will not be able to reverse a payment which may be made in error. Employee with ACH reversal block on their account will have the manual paychecks.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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