DIRECT DEPOSIT AUTHORIZATION

☐ I choose to waive Direct Deposit Authorization (Otherwise complete Direct Deposit Authorization information below)

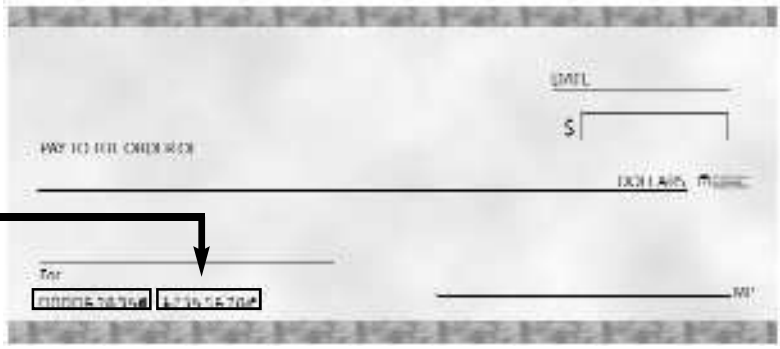
Employees are allowed to set up a maximum of five direct deposit accounts. A maximum of three checking accounts and two saving accounts are allowed.

Worksite Employer: _____ Worksite Employer Code: _____

Employee Name: _____ Social Security Number: _____

Account Number:
Your bank account number follows the transit number on the lower, left corner of the check (see diagram).

Transit Number:
A nine-digit number located in the lower, left corner of the check (see diagram).



Account Type	Transit/ABA Number	Account Number	Full Net Deposit	Partial Deposit (Check if partial deposit)	Amount
1. _____	_____	_____	☐	☐	_____
2. _____	_____	_____	☐	☐	_____
3. _____	_____	_____	☐	☐	_____
4. _____	_____	_____	☐	☐	_____
5. _____	_____	_____	☐	☐	_____

☐ Send remainder as a live check.

Authorization Statement:

By signing the Direct Deposit Authorization form below you are agreeing to the following:

- I authorize ADP TotalSource and the bank listed above to deposit my net pay or a portion thereof as indicated into my account each pay date.
- If funds to which I am not entitled are deposited to my account, I authorize ADP TotalSource to direct the bank to return said funds to ADP TotalSource.
- I understand that my deposit may not be credited to my account until midnight on the pay date indicated on the check voucher.
- I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.
- I understand that each new account will go through a pre-notification process that may take two payroll periods to complete.

Employee Signature: _____ Date: _____

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