



Employee Direct Deposit Initiation/Change Form

Instructions:

Employee: Please fill out Employee - Required Information, direct deposit information, and sign form, then return to your Employer along with the required documentation. **Certain accounts may have restrictions on deposits and withdrawals. Check with your bank for more information specific to your account.**

Employer: Please fill out the Employer - Required Information (and Employer Verification below if needed) and return to your payroll specialist.

Employee – Required Information

Employer– Required Information

Please Print

Employee Name: _____

Client Name: _____

Employee Number _____

Branch/Client No: _____

New/Additional Account Change Account Change in Amount Other (please explain) _____

Complete for Direct Deposit

I would like my wages/salary deposited to the following bank account(s):

Routing Number	Type	Amount	Account Number
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		

REQUIRED DOCUMENTATION FOR EACH ACCOUNT:

Voided Check for each checking account

(We are unable to accept temporary or starter checks and

deposit slips are only accepted if the verbiage ‘ACH R/T’ appears before the routing number.)

Bank letter or specification sheet (signed by a Bank Representative) for all other accounts *

**See your local bank representative*

Employer signature on verification statement below.

Please note: It is the employee’s responsibility to verify deposits on a per pay period basis before writing checks against these funds. This authorization can take up to three (3) pay periods to activate. Neither your employer nor Advantage Payroll Services is responsible for bank errors or bank fees. You may cancel these Direct Deposit(s) at any time with verbal or written communication, including the use of this form.

Employee Signature _____ Date ___/___/___ **Return this original form to your employer**

By signing above, I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer to make direct deposits into the named account.

Accountholder Signature _____ (if worker’s name does not appear on bank documentation)

EMPLOYER VERIFICATION FOR DIRECT DEPOSIT

If bank documentation provided is different from what is listed above, the following must be completed by the employer:

I confirm that the above named employee has added or changed a bank account for direct deposit transactions processed by inFocus Payroll LLC.

Employer Signature _____