Accu Data Corp.
95 West Old Country Road
Hicksville, NY 11801

ACCU DATA
WORKFORCE SOLUTIONS
Employee Management, From Hire to Retire™

Employee Direct Deposit Enrollment Form

Company Code: _____   Company Name: _____

Payroll Mgr. Name: _____   Payroll Mgr. Signature: _____

To enroll in Full Service Direct Deposit, simply fill out this form and give it to your payroll manager. Attach a voided check for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.

MEMO

⑊7435⑊   ⑊230865407⑊   ⑊109039⑊

Check Number   Routing Number   Account Number

Important! Please read and sign before completing and submitting.

I hereby authorize Employer, either directly or through its payroll service provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Employer, either directly or through its payroll service provider, to my account. In the event that Employer deposits funds erroneously into my account, I authorize Employer, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Employer and Bank have received written notice from me of its termination in such time and in such manner as to afford Employer and Bank reasonable opportunity to act on it.

Employee Name: _____   Social Security #: _____ - _____ - _____

Employee Signature: _____   Date: _____

Account Information

Bank Name/City/State: _____

Routing/Transit #: _____   Account #: _____

Make sure to indicate what kind of account (checking or savings).

Checking   Savings