



**Direct Deposit**  
Employee Authorization

DAS Enterprises	5369
<b>Company Name</b>	<b>Client Number</b>
<b>Employee Name</b>	<b>Employee Number</b>

I authorize Advantage and the financial institution(s) listed below to deposit my pay automatically to the indicated account(s) and to make adjusting entries including the removal of funds if the employer does not make them available.

Bank / Credit Union	State	Type <small>Circle One</small>	Amount/ Percent	Account Number
		Checking Savings		
		Checking Savings		
		Checking Savings		

**Please Check One:**

<input type="checkbox"/>	New or Additional Direct Deposit		
<input type="checkbox"/>	Change the Bank or Account Number on an existing direct deposit.	Account number or Bank to be replaced:	
<input type="checkbox"/>	Change the amount of an existing direct deposit	Amount Was:	Change to:
<input type="checkbox"/>	Other, Explain:		

**\* Please attach a voided check for the Direct Deposit bank account as verification for each request.**

Deposits are normally available two (2) banking days after payroll is processed. It is my 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. I understand that neither my employer nor Advantage Payroll Services is responsible for bank errors or bank fees. I may cancel the direct deposit(s) at any time. Banking services are provided in accordance with the limitations and restrictions of the National Automated Clearing House Association.

<b>Signature</b>	<b>Date</b>