



Employee Direct Deposit Agreement

fax: 1-603-224-0674

What is Direct Deposit?

Your paycheck is automatically deposited into the account (s) you specify with every payroll. No more paper checks to track and no more rushing to the bank to deposit your paycheck on your lunch hour. It is safe, convenient and easy.

How Does Direct Deposit Work?

The first payday after completion of this form, you will receive an actual paper check and your requested Direct Deposit accounts will be verified by the banking institutions. After approval, your next pay will be automatically deposited into your account, and you will receive a Direct Deposit Voucher which shows: gross pay, taxes, other pays and/or deductions and net pay. The net pay amount will be deposited into the bank account (s) specified by you below. These deposits will appear on your bank statement for your review.

4 Simple Steps Are Needed:

Step 1: Enter your name, employer name & SSN below. **Step 2:** Sign your name at the bottom. **If joint account, must include all signatures.**

Step 3: Choose an account and fill out account information. **Step 4:** Attach a voided check for each separate account listed. No deposit slips, please.

Checkmate Payroll Direct Deposit Authorization Form- please complete and return to your employer

I authorize Checkmate Payroll's said institution, and the financial institution (s) I list below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries, which were incorrectly funded by any person, or for any processing activities by said Banking Institutions. This authorization will remain in effect until written notice of cancellation.

Employee Name	Employer Name	Employee SSN
Account #1	<input type="checkbox"/> New Account <input type="checkbox"/> Change Account <input type="checkbox"/> Delete Account	<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
		Flat \$ _____ Attach Voided Check for Account 1 here. Write #1 on check clearly. Percentage _____ % Routing # _____ Checking # _____
Account #2	<input type="checkbox"/> New Account <input type="checkbox"/> Change Account <input type="checkbox"/> Delete Account	<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
		Flat \$ _____ Attach Voided Check for Account 2 here. Write #2 on check clearly. Percentage _____ % Routing # _____ Checking # _____
Account #3	<input type="checkbox"/> New Account <input type="checkbox"/> Change Account <input type="checkbox"/> Delete Account	<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
		Flat \$ _____ Attach Voided Check for Account 3 here. Write #3 on check clearly. Percentage _____ % Routing # _____ Checking # _____

Note: Any net remaining after dispersing through the above accounts will be cut with an actual check. Please verify with your banking institutions the direct deposit routing and account numbers as sometimes these are different from what is listed on your paper checks.

Employee Signature

Joint Account Holder Signature

Date