



## 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.

How Does Direct Deposit Work?

After approval, your 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. **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. **If no check provided, account will go through PRENOTE process delaying direct deposit by 1 pay period. If PRENOTE process is skipped without a provided voided check, CheckmateHCM will not be liable for any funds sent to wrong account.**

### 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 Last 4 Digits

Account #1    \_\_\_\_\_ New Account    \_\_\_\_\_ Checking Account  
                  \_\_\_\_\_ Change Account    \_\_\_\_\_ Savings Account  
                  \_\_\_\_\_ Delete Account

Flat    \$ \_\_\_\_\_ Attach Voided Check for Account 1 here. Write #1 on check clearly.  
Percentage \_\_\_\_\_%    Entire     Remainder

Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Account #2    \_\_\_\_\_ New Account    \_\_\_\_\_ Checking Account  
                  \_\_\_\_\_ Change Account    \_\_\_\_\_ Savings Account  
                  \_\_\_\_\_ Delete Account

Flat    \$ \_\_\_\_\_ Attach Voided Check for Account 2 here. Write #2 on check clearly.  
Percentage \_\_\_\_\_%    Entire     Remainder

Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Account #3    \_\_\_\_\_ New Account    \_\_\_\_\_ Checking Account  
                  \_\_\_\_\_ Change Account    \_\_\_\_\_ Savings Account  
                  \_\_\_\_\_ Delete Account

Flat    \$ \_\_\_\_\_ Attach Voided Check for Account 3 here. Write #3 on check clearly.  
Percentage \_\_\_\_\_%    Entire     Remainder

Routing # \_\_\_\_\_ Account # \_\_\_\_\_

**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

\_\_\_\_\_  
Date