

EMPLOYEE AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DEPOSITS

PLEASE TYPE OR PRINT CLEARLY.

Employee Name (Last, First & Middle Initial)
Social Security Number
Contact Phone Number

Action Type
New
Change
Cancel

I hereby authorize PEOPLE 2.0 to initiate and make credit entries and debit entries (for the purpose of adjusting any credit entries made in error to my account) at the indicated financial institution and I hereby authorize the indicated financial institution to accept and post such entries to my account.

IMPORTANT: I understand it may take up to forty-eight (48) hours after PEOPLE 2.0 transmits my funds before they are posted to my account. Further, I understand that it is my responsibility to verify the crediting of funds by my financial institution prior to writing checks against my account.

This authorization is effective until I cancel my direct deposit, by delivering written notice of cancellation to PEOPLE 2.0 at least five business days prior to the desired termination date. However, I understand that this authorization will automatically terminate on the first of the month following sixty (60) consecutive days of inactivity.

I hereby authorize PEOPLE 2.0 to provide a copy of this authorization only as necessary for purposes of automatic payroll deduction.

NAME OF BANK:
CITY / STATE / ZIP:
PHONE NUMBER:
ACCOUNT NUMBER:
BANK ROUTING/TRANSIT #:

CHECK ONE:
[] CHECKING ACCOUNT
[] SAVINGS ACCOUNT

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 in a timely manner.

Employee Signature _____ Date _____

NOTE: Any time you change your bank account authorization, it may take seven (7) to ten (10) business days before payroll can be transmitted by direct deposit. Please let our office know if you would like that live check mailed to you or if you would prefer to pick it up at our office.

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For Account Verification:
ATTACH VOIDED CHECK - (not a deposit slip)
Please Do Not Use Staples

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Please email completed form to:
Austinpayroll@hirepriority.com OR Houstonpayroll@hirepriority.com