

# Payroll Service *Plus*

## Direct Deposit

### Employee Authorization and Agreement

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Number

I authorize my employer as noted above, Payroll Service Plus, Cachet Banq and all financial institution(s) involved in each transaction 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, in which case, I waive any rights I may have to return debit entries to my account and I personally guaranty the return of the funds in question.

Bank/Credit Union Name	Type Circle One	Amount In % or Dollars	Routing Number	Account Number
	CKG SVG			
	CKG SVG			

Fax to (949) 770-1579

***Please attach a voided check here***

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 is normally effective on the next payroll but may take up to two (2) pay periods to activate. I understand that neither my employer, Payroll Service *Plus*, or Cachet Banq is responsible for bank errors or bank fees. Direct Deposit Financial services are provided in accordance with Payroll Service *Plus*' Direct Deposit Agreement, Cachet Banq's Power of Attorney/Guaranty/Terms and Conditions and the limitations and restrictions of the National Automated Clearing House Association. I may cancel these Direct Deposit(s) at any time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date