

Newsame's

TAX & ACCOUNTING



Direct Deposit Agreement

Employees may have the payroll checks automatically deposited into their checking or savings account on their scheduled payday. Direct Deposit is safe, convenient, and easy.

Here's how it works: Once your account is set up, you will receive a \$1 deposit into your account for verification purposes. After your account has been verified, your next check will be sent via direct deposit. You will receive a check stub securely via email with password requirements. The pay stub will show your gross pay, taxes, other deductions, net pay and direct deposit.

Company Name: _____

Employee Name: _____

Employee SSN: _____

Employee Email: _____

Routing Number: _____

Account Number: _____

Amount to Deposit: _____ % or \$ _____

Checking: _____ **or Savings:** _____

*I grant my employer the right to correct any electronic funds transfer resulting from an overpayment by deducting my account to the extent of any incorrect payment.

Employee Signature: _____ **Date:** _____

*You must verify that your check has been Direct Deposited into your Account BEFORE writing checks.

A voided Check must be Attached in Order to Setup Direct Deposit

VOIDED CHECK