



Employee Direct Deposit Agreement

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 checks 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.

3 Simple Steps Are Needed:

Step 1: Enter your name, social and complete left side of form

Step 2: Sign your name at the bottom

Step 3: Attach a voided check for each separate account listed. **No deposit slips, please.**

Service 1st Payroll Direct Deposit Authorization Form - please complete and return to your employer

I authorize Satellite Data Inc.'s (dba Service 1st Payroll) 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

Employee SSN

Employer Name

Employee email address to send payroll vouchers

Account #1	<input type="checkbox"/> New Account	<input type="checkbox"/> Checking Account	Flat	\$ <input type="text"/>
	<input type="checkbox"/> Change Account	<input type="checkbox"/> Savings Account	Percentage	<input type="text"/> %
	<input type="checkbox"/> Delete Account	Bank Name _____		

Attach Voided Check for Account #1 here. Write #1 on check clearly.
(If Savings Account, please write account and routing #'s here & provide proper Bank verification)

Account #2	<input type="checkbox"/> New Account	<input type="checkbox"/> Checking Account	Flat	\$ <input type="text"/>
	<input type="checkbox"/> Change Account	<input type="checkbox"/> Savings Account	Percentage	<input type="text"/> %
	<input type="checkbox"/> Delete Account	Bank Name _____		

Routing# _____ Account# _____
Attach Voided Check for Account #2 here. Write #2 on check clearly.

Account #3	<input type="checkbox"/> New Account	<input type="checkbox"/> Checking Account	Flat	\$ <input type="text"/>
	<input type="checkbox"/> Change Account	<input type="checkbox"/> Savings Account	Percentage	<input type="text"/> %
	<input type="checkbox"/> Delete Account	Bank Name _____		

Routing# _____ Account# _____
Attach Voided Check for Account #3 here. Write #3 on check clearly.

Account #4	<input type="checkbox"/> New Account	<input type="checkbox"/> Checking Account	Flat	\$ <input type="text"/>
	<input type="checkbox"/> Change Account	<input type="checkbox"/> Savings Account	Percentage	<input type="text"/> %
	<input type="checkbox"/> Delete Account	Bank Name _____		

Routing# _____ Account# _____
Attach Voided Check for Account #4 here. Write #4 on check clearly.

Note: Any check 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

Employer Use Only

Company #:

Employee #: