



## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I hereby authorize **PERSONNEL PARTNERS, INC.**, hereinafter called Company, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my \_\_\_ Checking (OR) \_\_\_\_\_ Savings (select one) account indicated below and the depository (banking or financial institution) named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TRANSIT/ABA NO. \_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY and DEPOSITORY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act upon it. In the event of the termination of my employment with COMPANY for any reason, this authorization shall be considered cancelled upon the receipt of my last wages and/or any necessary adjustments related to those wages from COMPANY.

NAME: <<APPL\_FIRSTNAME>> <<APPL\_LASTNAME>>

ID NUMBER:

DATE: <<TODAY\_DATE>>

*FUNDS AVAILABILITY: Personnel Partners' outgoing ACH transaction is posted at 12:01 am on the payroll check date. Employee's bank may not post such incoming transactions immediately. To find out when your funds will be available, contact your bank to ask when ACH/Direct Deposits are posted each day.*

*ROUTING SETUP: Employee is responsible to provide accurate account and routing numbers to Personnel Partners for direct deposit transactions. Providing inaccurate information will mean that Personnel Partners cannot make a deposit to employee's account. Employee must correct such inaccuracies in order to receive pay.*

\_\_\_\_\_ **Email my voucher to this address:** \_\_\_\_\_

\_\_\_\_\_ **Mail my voucher to the address on file**

**SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_ Voided check attached for Checking Account

\_\_\_\_\_ Bank letter attached for Savings Account