



## DIRECT DEPOSIT AUTHORIZATION

**Employee Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Worksite Employer Name:** \_\_\_\_\_

**Financial Institution Name:** \_\_\_\_\_

**Checking Bank Routing Number:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_  
*and/or*

**Savings Bank Routing Number:** \_\_\_\_\_ **Account Number:** \_\_\_\_\_

**Checking Amount** (% / \$ amt. / net pay): \_\_\_\_\_ **Savings Amount** (% / \$ amt. / net pay): \_\_\_\_\_

I authorize DecisionHR and the financial institution named to credit my account(s) for direct deposit of payroll and, if necessary to initiate debits or adjustments for credits made in error. I understand that under NO circumstance will DecisionHR be responsible for any overdraft on my account nor provide reimbursement for associated fees. This authority will remain in effect until I have cancelled it in writing to DecisionHR. In consideration of receipt of each payment by direct deposit, I agree to notify DecisionHR immediately of any error in reported hours worked or paid.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\*Please attach a voided check here (for checking accounts)

**NOTE:** DecisionHR is responsible for initiating the electronic deposit transaction scheduled for deposit on your pay date, which is processed through the clearing house of the Federal Reserve Bank. If for any reason beyond DecisionHR's control your funds are not available on your pay date (i.e. your bank's policies, errors caused by banks or financial institutions), DecisionHR will not be responsible for any overdrafts or associated fees.