



Direct Deposit Authorization

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You have the capability to directly deposit your pay check at any ACH accredited financial institution in the United States.

To participate in Direct Deposit, read and sign the authorization statement and provide all the necessary information.

For a checking account, attach a voided check. For a savings account, attach evidence of your account number and routing number for that financial institution. Forward this form and the required attachment to Teamwork HR. Any questions regarding Direct Deposit should be directed to Teamwork HR.

Employee Name:
Company:
Bank Name:

Routing Number	Account Number	Account Type	% of Net Pay	Fixed Amount	Priority
			%	\$	1
			%	\$	2
			%	\$	3
Total			100 %	\$	



I hereby authorize Teamwork HR to deposit my payroll earnings directly into the account(s) specified as well as withdraw the return of any amounts erroneously deposited to my account.

I understand the following:

- 1) Due to verification requirements, my direct deposit may not begin until 2 paydays after the receipt of this authorization.
- 2) This authorization will continue for the duration of my employment or until my company receives a signed request to change or discontinue my participation.
- 3) I am aware that I will have online access to my pay stub online by signing up at www.teamworkhr.com.
- 4) Teamwork HR assumes no responsibility for errors or delays by a financial institution in crediting accounts or for my failure to notify Teamwork HR that my account(s) has been CLOSED.
- 5) I am aware that I may request a printed copy of my pay stub at anytime and will have computer access at www.teamworkhr.com.

Employee Print Name: _____

Employee Signature: _____ **Date:** _____

PLEASE ATTACH VOIDED CHECK IN THIS AREA