

CSR: _____
 EXT: _____ RUN DATE: _____



Employee Direct Deposit Initiation/Change Form

Instructions:

Employee: Please fill out Employee required information, direct deposit information and sign form then return to your Employer along with the required documentation.

Employer: Please fill out the Employer required information and return to your payroll specialist.

Employee – Required Information

Please Print

Employee Name: _____

Employee Number _____

Employer- Required Information

Client Name: TSSD Services Inc.

Branch/Client No: N/A

New/Additional Account Change Account Change in Amount Other (please explain) _____

Complete for Direct Deposit

I would like my wages/salary deposited to the following bank account(s):

Bank Name	Type	Amount	Account Number
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		

REQUIRED DOCUMENTATION FOR EACH ACCOUNT:

Voided Check for each checking account

(We are unable to accept temporary or starter checks &

Deposit slips are only accepted if the verbiage 'ACH R/T' appears before the routing number.)

Bank letter or specification sheet (signed by a Bank Representative) for all other accounts *

**See your local bank representative*

Please note: It is the employee's responsibility to verify deposits on a per pay period basis before writing checks against these funds. This authorization can take up to three (3) pay periods to activate. Neither your employer nor Advantage Payroll Services is responsible for bank errors or bank fees. You may cancel these Direct Deposit(s) at any time with verbal or written communication, including the use of this form.

Employee Signature _____ Date ___/___/___ **Return this original form to your employer**

By signing above, I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer to make direct deposits into the named account.

Accountholder Signature _____ (if employee doesn't have authority to authorize deposits to account)