

# ENTERPRISE HR

## AND AFFILIATES

### EMPLOYEE REQUEST FOR DIRECT DEPOSIT

#### How are Direct Deposits made?

Arrangements are made to have amounts electronically transferred from your payroll check into the financial institution(s) you indicate. You will know your pay has been direct deposited because you will continue to receive a payroll check stub indicating the amounts and the account numbers in which a direct deposit occurred. In addition, your financial institution will show the deposit on your statement.

#### How to Enroll for Direct Deposit:

Read and complete this form to initiate automatic direct deposit for your entire payroll check or a portion of your net pay.

#### When does Direct Deposit start?

Approximately two (2) weeks after your form has been received and processed by Enterprise HR and affiliates.

#### Remember!

- Most direct deposit items are processed using the routing number from your voided check. However, some financial institutions require a different number for electronic transmissions. If your financial institution is a savings and loan, credit union, or you wish to deposit into a savings account, please verify that the routing number on your deposit slip is the same number we should use for electronic transmissions.
- Financial institutions may post electronic transactions at different times. Please check with your financial institution to determine what time they post electronic transactions before trying to access your balance.
- For the first initial payroll deposit, call your financial institution to confirm that your direct deposit (s) have been posted properly.

### EMPLOYEE INFORMATION

Employee Name Social Security # Client Name Client #

Street Address City State Zip Code

**\*\*\*Attach a copy of a voided check for all accounts listed\*\*\***

TYPE OF ACCOUNT	DOLLAR or % or REMAINDER	FINANCIAL INSTITUTION	ACCOUNT #
Checking, Savings, Credit Union			

I authorize deposit of my payroll check with the above financial institution(s). The financial institution(s) is/are authorized to credit deposits to the account(s) indicated. This authority will remain in effect until I have given 30 days' written notice of its termination or until Enterprise HR and affiliates or my financial institution have given me notice that this direct deposit will be terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be entered into my account, I direct and authorize my financial institution and Enterprise HR and affiliates to make the appropriate adjustment.

Signature

Date