

## EMPLOYEE AUTHORIZATION FORM

Employee Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### \*EMPLOYEE PORTAL SETUP\*

E-Mail Address: \_\_\_\_\_

Would you like online account access to your paystubs and W-2's?      **YES**   or   **NO**      (Please circle one)

*Note: You do not need to sign up for direct deposit in order to have an online account*

### \*DIRECT DEPOSIT OF PAYROLL\*

I authorize Bender & Company CPAs, P.C. to remit my net pay to my account at the institution indicated below and further authorize Bender & Company CPAs, P.C. to initiate a withdrawal from the account to adjust for deposit entries made in error. I understand that validation of account number with the bank may take up to 2 pay periods to complete and I should not assume that the direct deposit is completed until I receive my first Notice of Advice on payday.

This authorization is to remain in full force and effect until revoked by me in writing.

Check one of the following:     Start Direct Deposit     Change my Account     Stop/Don't Enroll Me for Direct Deposit

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

Account type:     Checking (Attach voided check below)     Savings (Attach statement or letter showing account & routing number)

Transit / Routing / ABA Number \_\_\_\_\_ Account # \_\_\_\_\_

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

Account type:     Checking (Attach voided check below)     Savings (Attach statement or letter showing account & routing number)

Transit / Routing / ABA Number \_\_\_\_\_ Account # \_\_\_\_\_

#### **Reconciliation of Underpayment or Overpayment**

If for any reason an error results in an overpayment or an underpayment to your account, the Payroll Department will notify you as promptly as possible. If you discover an error before being notified we will appreciate your advising the Payroll Department as soon as you can. Because electronic direct deposit reduces the opportunity to correct errors before deposits are made, it is a customary feature of direct deposit systems to provide preauthorization for direct corrections of a deposit in your account.

#### **Change of Financial Institution or Accounts**

If you change Financial Institution or change the account into which your payroll is to be deposited, you must complete a new form showing the new information. After receiving the change, Payroll will again run your new information through a test cycle so it will take about 2 payroll cycles to activate your direct deposit.

#### **Discontinuation of Direct Deposit or if you close your Bank Account**

To discontinue direct deposit or close your bank account, you must notify the Payroll Department in writing at least two weeks in advance of the payday, so we have time to notify the appropriate parties.

**Attach voided check/Financial Institution letter if enrolling for direct deposit**