

Direct Deposit Enrollment/Change Form

Employer Company Name:

New enrollment

Modification of existing direct deposit

Cancellation of existing direct deposit

Employee Full Legal Name:

Home Address (no P.O. Boxes):

Home Phone:

Email address:

Date of Birth:

Social Security Number:

You may have your net pay direct-deposited by choosing one of the following options:

- Deposit a specific dollar amount or percentage of your net pay to one bank account or pay card and the remainder to a second account or pay card, or
- Deposit the entire net amount to a single bank account or pay card.

First account:

Check One: Please Use Existing Bank Account

Please Order Pay Card

Bank Name:

Account type: Checking Savings

9-digit ABA Routing Number:

Account Number:

I wish to deposit (dollars) or Entire net pay.

Second account (optional, for balance of net pay):

➤ Check One: Please Use Existing Bank Account

Please Order Pay Card

➤ Bank Name:

Account type: Checking Savings

➤ 9-digit ABA Routing Number:

Account Number:

- Requests to add, terminate or modify direct deposit must be made in writing on this form and submitted to my employer ("Employer") at least one week prior to the effective pay date. We cannot guarantee that changes received after that time will be processed on the current payroll.
- Please attach a VOIDED check to the completed form. If unavailable, please carefully review and verify the written account information above. It is the employee's responsibility to provide correct bank account information. Neither Employer nor its agent will assume any liability for errors resulting from incorrect or illegible account information
- If you choose the Pay Card option, Employer will order your card from Intuit. You should receive your card at your home address within 7 – 10 business days. You are responsible for ensuring that Employer has your correct address and should notify us if you have not received your Pay Card by four business days before the next scheduled pay day, so we can issue a paper check for that pay date. Please keep a copy of the attached disclosures for future reference.
- **You will not receive a paper pay stub.** Instead, you will have access to your pay information and W-2's at <https://workforce.intuit.com/app/payroll-employee-portal-ui/ius/sign-in>. You will receive an email with instructions from Intuit Workforce. You are responsible for our login information and Employer cannot provide or reset your login.

Employee Agreement and Signature

Authorization Agreement: I hereby authorize _____ (Employer) and its service provider, to credit any salary or wages owed to me, less any mandatory or authorized withholding or deductions therefrom, by initiating credit entries to a NetSpend Pay Card, which is a prepaid debit card, or the bank account(s) specified above. In the event that Employer loads funds erroneously to my NetSpend Pay Card(s) or bank account(s), I authorize Employer to debit my card(s) or bank account(s) for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in force and effect until Employer has received written notice from me of its termination and has a reasonable opportunity to act on it. Further, I agree that neither Employer nor its agent are liable for any loss or delay of funds due to incorrect deposit information provided by myself or my financial institution, or due to error on the part of my financial institution in depositing my funds. If I have requested a NetSpend Pay Card, I also agree that I have reviewed and understand the NetSpend Pay Card Cardholder Agreement and the related Fee Schedule.

Signature

Date signed