



PAYROLL

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION AGREEMENT

(Please Complete One Form For Each Deposit Request)

Company #: _____ **Company Name:** _____

I (we) hereby authorize and request the COMPANY, to make payment of any amounts owing to me (either of us) by initiating credit entries to my (our) account indicated below in the bank named below, hereinafter called BANK, and I (we) authorize and request BANK to accept any credit entries initiated by COMPANY to such account and to credit the same to such account without responsibility for the correctness thereof.

I (we) authorize and request COMPANY to effect repayment to COMPANY for amounts owed it because of a prior erroneous credit initiated to my (our) account if prior to the correcting entry, the COMPANY has sent or delivered to me written notice of the correction and the reason therefore; and the correcting entry is transmitted in such time as to be delivered or made available to BANK before midnight of the tenth day next following settlement for the erroneous entry.

It is understood that this agreement may be terminated by me (either of us) at any time by written notification to COMPANY or BANK. Any such notification to COMPANY shall be effective only with respect to entries initiated by COMPANY after receipt of such notification and a reasonable opportunity to act on it. Any such notification to BANK shall be effective only with respect to entries credited to my (our) account by BANK after receipt of such notification and a reasonable time to act on it.

I (we) recognize, acknowledge and accept this service is being provided for my (our) convenience. As such, I (we) agree to hold the COMPANY, AIU Payroll, Inc., each participating bank and NACHA harmless from any claim incident to the operation of this plan, arising from any act or omission by the COMPANY and/or AIU Payroll, Inc. and their employees, including without limitation any claim based on alleged loss as a result of non-credit of any deposit, and any claim which may be made by any depositor as a result of the rejection of any of his/her debits because of insufficient funds arising from the failure to credit deposits to his/her account.

ATTACH **VOIDED CHECK** AS PROOF OF ACCOUNT NUMBER AND ROUTING TRANSIT NUMBER
(Deposit slip not excepted)

Employee #: _____ Name of Institution: _____
Routing #: _____ Account #: _____
Account Type: _____ Deposit Options: (Select Only One)
_____ Checking _____ Savings _____ Deposit ENTIRE Net Pay Amount
_____ Checking (HSA) _____ Deposit \$ _____ of Net Pay Each Pay Period
Period _____ Deposit _____ % of Net Pay Each Pay
_____ Cancel Direct Deposit
Employee Name: _____
(Please Print)
Employee Signature: _____ Date: _____
Co-Owners Name: _____
(Please Print)
Co-Owners Signature: _____ Date: _____

AIU Payroll, Inc. strongly encourages that the employee keep a copy of this document for their personal records. The Employer should keep the original. A copy of this form and a 'voided' check should be forwarded to AIU Payroll, Inc. for set up. Upon set up completion, verification of the data entered should be reviewed and any errors reported to AIU Payroll, Inc. within 10 business days.