

EMPLOYEE INSTRUCTIONS

1. Complete the **EMPLOYEE INFORMATION** section.
2. Complete the **DIRECT DEPOSIT INFORMATION** section to specify where you want your paycheck deposited.
3. Along with this form, please also turn in a **Voided Check** or a **Typed Bank Letter** for the below account(s). Deposit tickets, or hand written account information will not be accepted.
4. Retain a copy of this form for your own records.

EMPLOYEE INFORMATION

Employer Name _____

Employee Full Name (Please Print) _____

Social Security Number _____

DIRECT DEPOSIT INFORMATION

I would like my wages deposited into the bank account(s) specified below

Checking Account
<input type="checkbox"/> Checking Bank Name _____
<input type="checkbox"/> Entire Net Pay
<input type="checkbox"/> ___% of Net Pay
<input type="checkbox"/> Specific Dollar Amount \$_____.00

Savings Account
<input type="checkbox"/> Savings Bank Name _____
<input type="checkbox"/> Entire Net Pay
<input type="checkbox"/> ___% of Net Pay
<input type="checkbox"/> Specific Dollar Amount \$_____.00

I hereby authorize my employer, _____ (hereinafter "COMPANY"), to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter BANK) indicated above. Further, I authorize BANK to accept and to credit any credit entries indicated by COMPANY to my account. In the event that COMPANY deposits funds erroneously into my account, I authorize COMPANY to debit my account for an amount not to exceed the original amount of the erroneous credit.

For my convenience, I request that Comprehensive Payroll Company (hereinafter "Comprehensive Payroll Company") directly deposit my wages/salary earned from my employer into my bank account. I understand that deposit of my earnings into my account by Comprehensive Payroll Company may be an advance of funds on behalf of my employer, which is subject to the successful collection of these funds by Comprehensive Payroll Company from my employer's bank. If within 2 days of Comprehensive Payroll Company making the deposit into my account, my employer does not make available to Comprehensive Payroll Company the funds that were advanced to make the deposit into my account, I authorize Comprehensive Payroll Company to charge my account to recover said advance. I agree to hold Comprehensive Payroll Company harmless from loss and to indemnify it, limited to the amount of the deposit.

Any dispute arising out of or in connection with this agreement, if not otherwise resolved, shall be determined by arbitration in Detroit, Michigan in accordance with the Rules of the American Payroll Association, and it is the expressed desire of both parties that the prevailing party be awarded costs and attorney's fees and that the award be entered as a judgment in any jurisdiction in which the non-prevailing party does business.

This authorization is to remain in full force and effect until COMPANY and BANK have received written notice from me of its termination in such time and in such manner as to afford COMPANY, Comprehensive Payroll Company and BANK a reasonable opportunity to act on it.

Employee Signature _____

Date _____