



Employee Direct Deposit Authorization Agreement

I hereby authorize my employer, Job Store, Inc. (herein referred to as "Company"), to deposit any amounts owed to me by initiating credit entries to my account at the financial institution (herein referred to as "Bank") indicated below. Further I authorize Bank to accept and to credit my 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.

Print Employee Name _____ Account # _____

Social Security #: _____ - _____ - _____ Routing # _____

Bank Name: _____

Circle Option: **Checking** **Savings** **Pay Card**

If selecting a checking deposit, I will staple a voided check stub hereto.

If selecting a savings deposit, I will staple a deposit slip with the appropriate routing number hereto. I understand some banks list a faux routing on deposit slips and it is my responsibility to review that the routing does not state this on the deposit slip.

If selecting a pay card, I do not need to attach anything hereto. However, I do understand it is my responsibility to review the terms and conditions of the pay card as it is an option.

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 and Bank a reasonable opportunity to act on it. Further, I acknowledge it is my responsibility to make appropriate changes to information listed with the employer.

Employee Signature _____ Date _____

Direct Deposit Cancellation Form

In canceling my direct deposit account information, I understand that I must provide updated account information or select the pay card option. This is due to the policy listed within my handbook and additionally reiterated hereto that direct deposit is a requirement of my employer, Job Store, Inc.

Employee Signature _____ Date _____