



1110 N. Center Pkwy. Suite B  
 Kennewick, WA 99336  
 Phone: (509) 735-1143  
 Toll Free: (888) 531-5781  
**Fax To: (509) 735-7668**

## AUTHORIZATION FOR DEPOSIT

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Company**

We are pleased to offer direct deposit to employees of Pay Plus Benefits. Now you can have your paycheck automatically deposited in a checking, savings, money market, or child's savings account. This service is voluntary and free to all Pay Plus Benefits employees. Please Note - It is the responsibility of the employee to communicate any changes in financial institution, account number, allocation percentage or amount to Pay Plus Benefits immediately to avoid any incorrect deposits.

Here's how direct deposit works: 1. On payday you will receive an earning statement showing gross salary, taxes, other deductions and net pay. 2. The payroll data is forwarded to our bank for processing. 3. Our bank forwards the financial data to the banking system's Automated Clearing House (ACH) for processing. 4. The Automated Clearing House (ACH) ultimately transfers the funds to each employee's bank. 5. Your bank will then make the funds available to you through your bank account. As you can see, Pay Plus Benefits is not involved after step 2. Therefore we cannot guarantee accessibility of your funds any sooner than 48 hours or 2 business days, although it usually only takes 24 hrs.

**Note: Direct deposit will not be effective until the second pay period following the date request is received. It is the employee's responsibility to verify deposit on payday. Please be aware that financial institutions may post direct deposit at different times of the day - contact your financial institution for their deposit policy.**

**STEP 1**

**Account Owner(s)** \_\_\_\_\_ **(If you are not the account owner, please list the account owner).**

I hereby authorize Pay Plus Benefits, Inc. to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated below and the depository named below, to credit and/or debit the entries to such account. This authority is to remain in full force until Pay Plus Benefits has received written notice from me of its termination in such time and such manner as to afford Pay Plus Benefits and Depository a reasonable opportunity to act on it.

**STEP 2**

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**STEP 3**

- A. Do you currently have direct deposit setup with Pay Plus Benefits?  Yes  No (If no, go to Step 4)
- B. Is this a change of bank account?  Yes  No (If no, go to Step 4)
- C. Would you like your next payroll deposited into your current bank account while we pre-note this change?  Yes  No **(Please note: By answering "No" your next payroll check will be "live" and mailed via normal processing procedures.)**

**STEP 4**

<b>1</b>	<b>Financial Institution</b>			Phone Number ( )
	<b>Account Number</b>		Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Amount or Percentage per pay period \$
	<b>Routing Number</b>			
	<b>Branch</b>			

<b>2</b>	<b>Financial Institution</b>			Phone Number ( )
	<b>Account Number</b>		Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Amount or Percentage per pay period \$
	<b>Routing Number</b>			
	<b>Branch</b>			

**Please attach a voided check (checking acct.) and/or deposit slip (savings acct.) to this form.**