

# Direct Deposit Authorization Form

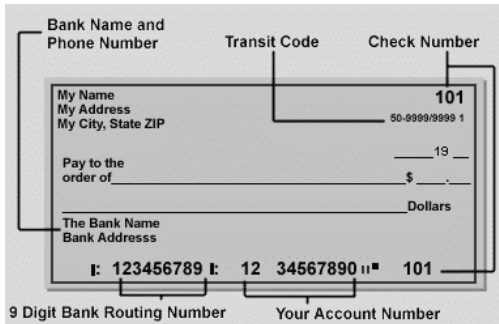
I authorize **Legal E-Staffing, Inc.** to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing.

**Please attach a voided check for each bank account to which funds should be deposited.**

Print Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_



*Please enter the ABA bank routing and account numbers for your checking account as well as attach a voided check. See the example to the left for where these numbers are located on the lower portion of the check sample.*

## CHECKING DEPOSIT

ABA Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_

I wish to deposit to checking:  a flat amount of \$ \_\_\_\_\_ .00  \_\_\_\_\_ % of my net pay  
 My entire net pay

## SAVINGS DEPOSIT

ABA Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_

I wish to deposit to savings:  a flat amount of \$ \_\_\_\_\_ .00  \_\_\_\_\_ % of my net pay  
 My entire net pay

## OTHER ACCOUNT

ABA Bank Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_

I wish to deposit to:  Checking  a flat amount of \$ \_\_\_\_\_ .00  
 Savings  \_\_\_\_\_ % of my net pay  
 My entire net pay

**NOTE:** Savings and Credit Union accounts may use different ABA and/or Account Numbers for ACH transactions. It is each employee's responsibility to call their bank and acquire the correct information for initiating direct deposits into such accounts.

**I understand I am responsible for confirming that my pay has been properly deposited each payroll. No transactions will be initiated against those funds until that confirmation has been made. Any Non-Sufficient Funds charges that occur because I have failed to abide by this will be my responsibility.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE EMAIL COMPLETE FORM TO [payroll@mylegale.com](mailto:payroll@mylegale.com) or FAX TO 703-319-7070.**