



Direct Deposit Account Maintenance

COMPANY

Direct Deposit Account Maintenance

Please read the information below and fill in the appropriate data. Please be sure to attach a copy of a voided check from all checking accounts.

I hereby authorize and request COMPANY to make payment of any amounts owing to me by initiating credit entries to my account ("Account") at the Bank(s) indicated below ("Bank"). I authorize and request Bank to accept any credit entries initiated by COMPANY to Account and to credit the same to Account. I authorize and request COMPANY to effect repayment to COMPANY for any amounts owed COMPANY because of a prior credit initiated to Account in error. It is understood that I may terminate this agreement at any time by giving written notification to COMPANY. Any such notification to COMPANY shall be effective only with respect to entries initiated by COMPANY after receipt of such notification and reasonable opportunity to act on it. I recognize, acknowledge and accept that this service is being provided for my convenience. As such, I agree to hold COMPANY, HS&A Payroll Services, 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 or HS&A Payroll Services, Inc., 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 me as a result of the rejection of any debits because of insufficient funds arising from the failure to credit deposits to my account.

All participants are advised not to schedule transactions concurrent with anticipated direct deposits. Occasionally, there may be delays in the Federal Banking System that may prevent the anticipated direct deposit. COMPANY will not be liable for any fees resulting from any such delays.

Employee Information

First Name	Last Name	New or Existing Accounts:
<input type="text"/>	<input type="text"/>	Replace/New <input type="checkbox"/> Add To <input type="checkbox"/>

Banking Information

Transit/ABA Number	Account Number	Account Type	Instructions
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> 100% <input type="checkbox"/> Flat \$ <input type="text"/> <input type="checkbox"/> % <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> 100% <input type="checkbox"/> Flat \$ <input type="text"/> <input type="checkbox"/> % <input type="text"/>

Employee Acknowledgement – Check All that Apply

Item	Description
<input type="checkbox"/> Agreement Acknowledgement	I have read and understand the agreement above
<input type="checkbox"/> Agreement Acknowledgement	To ensure accuracy, attach a voided check for all checking accounts
<input type="checkbox"/> Agreement Acknowledgement	Savings accounts often have alternate ABA numbers for direct deposits. If you have a savings account, call your bank and verify the ABA number
Signature: <input type="text"/> Date: <input type="text"/>	