

# STARPOINT SOLUTIONS, LLC

## DIRECT DEPOSIT FORM

**Direct Deposit is the fastest, safest, most dependable way to put your money in the bank. It's a terrific timesaving convenience.**

**It's completely free. And, you don't have to worry about getting your check or making a deposit when you're on vacation, out sick, or traveling.**

**Your paycheck will be deposited in your account automatically every Bi-Wkly Pay Period.**

**Due to the National Automated Clearing House's Prenotification Requirements, your direct deposit will take approximately 21 business days to go into effect.**

**This means that it will take approximately 2 pay cycles to get your money direct deposited.**

**For Checking Accounts and/or Credit Unions, please submit an original voided check or a clear photo copy.**

**All copies of personal checks must have your name imprinted upon it, starter checks are not acceptable, or you may provide us with a letter from your bank with your account number and the bank's routing number, signed off by an official representative of the bank.**

**For Savings Accounts, you must provide typed documentation from your bank with your account number and the bank's routing number, signed off by an official representative of the bank.**

**Deposit slips and handwritten notes on direct deposit forms are unacceptable.**

### EMPLOYEE DIRECT DEPOSIT AUTHORIZATION AGREEMENT

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

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Bank Name: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Checking      I wish to deposit (circle one)      \$\_\_\_\_\_.00      Entire net pay

Savings        I wish to deposit (circle one)        \$\_\_\_\_\_.00      Entire net pay

Other           I wish to deposit (circle one)        \$\_\_\_\_\_.00      Entire net pay

(Please indicate) \_\_\_\_\_

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 manner as to afford COMPANY and BANK a reasonable opportunity to act on it.

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

Nature of Transaction (Please check):

New Employee: \_\_\_\_\_ Adding New Account/Changing Existing Account: \_\_\_\_\_