

SkillSet Group

What's your SkillSet?
Direct Deposit Form

Date: _____

We are pleased to offer you direct deposit. Now you can have your paycheck automatically deposited in your checking or savings account on payday, and you don't have to change your present banking relationship to take advantage of this service.

Here's how direct deposit works:

1. Once your direct deposit has been entered into our system, your account goes into pre-note status, to verify we have the correct account number set up. This typically takes 5—7 business days.
2. Once verified successfully, your direct deposit becomes active.
3. On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account(s). The amount of the deposit will appear on your bank statement.

All you need to do is:

1. Mark the box next to type of account to indicate whether your net pay will be deposited in your checking or savings account.
2. Fill in your name, the name and location of your financial institution, and today's date
3. Attach a voided check for verification of the financial institution information. If you are unable to attach the voided check, please fill in your account number. However, providing a void check may allow the pre-note status to be sped up.

Name _____

Phone: _____

E-mail: _____

SSN (Last 4 Digits): _____

Start Direct Deposit

Stop Direct Deposit

Change (add/delete, increase/decrease)

Primary Account Information

Bank Name: _____

Checking:

Savings:

Routing #: _____

Account #: _____

Check only one: Full Net Pay

Fixed amount / Percent _____ or _____%

Secondary Account Information

Bank Name: _____

Checking:

Savings:

Routing #: _____

Account #: _____

Check only one: Reminder of Net Pay

Fixed amount / Percent _____ or _____%

I authorize SkillSet Group to deposit my net pay via direct deposit to my account(s) as indicated above. If funds to which I am not entitled are deposited to my account(s), I authorize SkillSet Group to direct the financial institution(s) to return said funds.

I understand that it is my responsibility to verify that payments have been credited to my account(s) and that SkillSet Group assumes no liability for overdrafts for any reason. I understand that in the event my financial institution(s) is/are not able to deposit any electronic transfer into my account due to any action I take, SkillSet Group cannot issue funds to me until the funds are returned to SkillSet Group by my financial institution(s).

I understand this authorization will override any previous authorization and will remain in effect until a) revoked by my written request; or b) immediately following my termination from employment with SkillSet Group; or c) 120 days after my last paycheck was issued. I understand I must immediately notify SkillSet Group before I close any/all account(s) listed above while this authorization is in effect. **NOTE: Only signed forms will be accepted.**

Employee Signature

Date