

# DIRECT DEPOSIT

Company Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## EMPLOYEE INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

By default, you will NOT receive a paystub when you enroll in direct deposit.

I can get my paystubs on the portal       I would like to receive paystubs biweekly

When enrolling in direct deposit, you will be emailed (by no-reply@commpayhr.com) with a link to activate your account. If you've already enrolled in the payroll employee self service online portal, you may not receive an email.

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## ACCOUNT INFORMATION

### ACCOUNT 1

Account 1 type:  Checking  Savings

Bank Name: \_\_\_\_\_

Bank Routing Number : \_\_\_\_\_ Account Number: \_\_\_\_\_

Amount of Check:  Total net check amount  Set amount \$ \_\_\_\_\_ of net check each pay period

### ACCOUNT 2

Account 2 type:  Checking  Savings

Bank Name: \_\_\_\_\_

Bank Routing Number : \_\_\_\_\_ Account Number: \_\_\_\_\_

Amount of Check:  Balance of net check each pay period

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## AUTHORIZATION

This authorizes the "Company" to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated above and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

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

Print Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_