

EMPLOYEE AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

COMPANY NAME _____ COMPANY CODE _____

I (WE) HEREBY AUTHORIZE THE **COMPANY**, TO MAKE PAYMENTS OF ANY AMOUNTS OWING TO ME (EITHER OF US) BY INITIATING CREDIT ENTRIES TO MY (OUR) ACCOUNT INDICATED IN THE BANK NAMED BELOW, HEREIN AFTER CALLED **BANK**, AND I (WE) AUTHORIZE AND REQUEST **BANK** TO ACCEPT ANY CREDIT ENTRIES INITIATED BY **COMPANY** TO SUCH ACCOUNT AND TO CREDIT THE SAME SUCH ACCOUNT WITHOUT RESPONSIBILITY FOR THE CORRECTNESS THEREOF.

I (WE) ALSO AUTHORIZE AND REQUEST **COMPANY** TO EFFECT REPAYMENT TO **COMPANY** FOR ANY AMOUNT OWED IT BECAUSE OF A PRIOR ERRONEOUS CREDIT INITIATED TO MY (OUR) ACCOUNT IF PRIOR TO INITIATION OF THE CORRECTING ENTRY, THE **COMPANY** HAS NOTIFIED ME OF THE CORRECTION AND THE REASON THEREFORE; AND , THE CORRECTION ENTRY IS TRANSMITTED IN SUCH TIME AS TO BE DELIVERED OR MAKE AVAILABLE TO **BANK** BE FORE MIDNIGHT OF THE TENTH DAY NEXT FOLLOWING SETTLEMENT FOR THE ERRONEOUS ENTRY.

IT IS UNDERSTOOD THAT THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY AT ANY TIME BY WRITTEN NOTIFICATION TO **COMPANY** OR **BANK**. ANY SUCH NOTIFICATION TO **COMPANY** SHALL BE EFFECTIVE ONLY WITH RESPECT TO ENTRIES INITIATED BY **COMPANY** AFTER RECEIPT OF SUCH NOTIFICATION AND A REASONABLE OPPORTUNITY TO ACT ON IT. ANY SUCH NOTIFICATION TO **BANK** SHALL BE EFFECTIVE ONLY WITH RESPECT TO ENTRIES CREDITED TO MY (OUR) ACCOUNT BY **BANK** AFTER RECEIPT OF SUCH NOTIFICATION AND A REASONABLE TIME TO ACT ON IT.

I (WE) RECOGNIZE, ACKNOWLEDGE AND ACCEPT THAT THIS SERVICE IS BEING PROVIDED FOR (OUR) CONVENIENCE. AS SUCH, I (WE) AGREE TO HOLD THE **COMPANY**, **COMPUTER PAYROLL COMPANY**, 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** AND/OR **COMPUTER PAYROLL COMPANY** AND THEIR EMPLOYEES, 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 ANY DEPOSITOR AS A RESULT OF THE REJECTION OF ANY OF HIS DEBITS BECAUSE OF INSUFFICIENT FUNDS ARISING FROM FAILURE TO CREDIT DEPOSITS TO MY (OUR) ACCOUNT.

CHECKING ACCOUNTS: A VOIDED, BLANK CHECK MUST BE STAPLED HERE

SAVINGS ACCOUNTS: A VOIDED WITHDRAWAL SLIP MUST BE STAPLED HERE

DEPOSIT OPTIONS:

DEPOSIT ALL OF MY NET PAY AMOUNT TO _____ CHECKING, _____ SAVINGS ACCOUNT.

DEPOSIT \$ _____ / _____ % OF MY NET PAY TO _____ CHECKING, _____ SAVINGS ACCOUNT.

DEPOSIT \$ _____ / _____ % OF MY NET PAY TO _____ CHECKING, _____ SAVINGS ACCOUNT.

CHANGE DIRECT DEPOSITS EFFECTIVE _____ CANCEL DIRECT DEPOSIT EFFECTIVE _____

IN CASES WHERE MORE THAN ONE DEPOSIT IS BEING MADE, THE FOLLOWING PRIORITIES SHOULD TAKE PLACE IF AND WHEN MY NET MIGHT NOT COVER ALL OF MY PAYCHECK.

YOUR CHOICE: FIRST PRIORITY ... ACCOUNT NUMBER _____

SECOND PRIORITY ... ACCOUNT NUMBER _____

EMPLOYEE NAME _____ EMPLOYEE # _____

SIGNATURE _____ DATE _____

CO-OWNERS NAME _____

CO-OWNERS SIGNATURE _____ DATE _____