



DIRECT DEPOSIT WORKSHEET

Client Name: _____

Client #: _____

Employee Name: _____

New Employee

Existing Employee

ACCOUNT ONE

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <input type="checkbox"/> Savings <input type="checkbox"/> Checking \$ _____ or % _____ For full net, Indicate 100% | | | | | | | | | | | | |
| Bank Name | | | | | | | | | | | | |
| Name on Account | | | | | | | | | | | | |
| Routing & Transit Number (9 Digits) | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |

Attach Voided Check Here
(Deposit Slip if Savings)

Write 1 on Check

ACCOUNT TWO

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <input type="checkbox"/> Savings <input type="checkbox"/> Checking \$ _____ or % _____ For full net, Indicate 100% | | | | | | | | | | | | |
| Bank Name | | | | | | | | | | | | |
| Name on Account | | | | | | | | | | | | |
| Routing & Transit Number (9 Digits) | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |

Attach Voided Check Here
(Deposit Slip if Savings)

Write 2 on Check

ACCOUNT THREE

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <input type="checkbox"/> Savings <input type="checkbox"/> Checking \$ _____ or % _____ For full net, Indicate 100% | | | | | | | | | | | | |
| Bank Name | | | | | | | | | | | | |
| Name on Account | | | | | | | | | | | | |
| Routing & Transit Number (9 Digits) | | | | | | | | | | | | |
| Account Number | | | | | | | | | | | | |

Attach Voided Check Here
(Deposit Slip if Savings)

Write 3 on Check

I authorize Paycor, Inc., acting on behalf of my employer, to initiate electronic credit entries and, if necessary, debit entries to reverse erroneous credit entries to my account(s). It is agreed that these deposits will be made in accordance with the rules of the National Automated Clearing House Association (NACHA). This authorization will remain in effect until Paycor, Inc., has received written notification from me of its termination in such time and in such a manner as to afford Paycor, Inc. and the bank a reasonable opportunity to act upon the termination request.

| | |
|----------------------------------|--------------------|
| Employee Signature: _____ | Date: _____ |
|----------------------------------|--------------------|

To be retained by Employer. Keep in your employee files. This form may be photocopied.