



Prosperity PEO, LLC
Building Partnerships. Driving Success

DIRECT DEPOSIT FORM

ENROLLMENT

CHANGE

CANCELLATION

Client Company name: _____

Employee Name: _____ SSN: _____

Instructions: Read, clearly complete the information below and provide signature as requested. Return form via fax or email to Prosperity PEO including a copy of a voided check, a bank letter, or a savings deposit slip for a savings account deposit

Account 1

Account 2

Bank Name: _____

Bank Name: _____

Routing Number: _____

Routing Number: _____

Account Number: _____

Account Number: _____

Checking Savings

Checking Savings

Entire Net Pay

Entire Net Pay

Percentage of Net Pay _____%

Percentage of Net Pay _____%

Specific Dollar Amount \$ _____

Specific Dollar Amount \$ _____

***REMEMBER TO INCLUDE A VOIDED CHECK, A BANK LETTER OR SAVINGS DEPOSIT TICKET FOR SAVINGS ACCOUNT**

EMPLOYEE AGREEMENT AND AUTHORIZATION:

- I hereby authorize Prosperity PEO, LLC to deposit my earnings directly in to my checking and/or savings accounts(s) as indicated above and agree that such credit to these accounts constitutes payment and receipt by me. This authority will remain in effect until Prosperity PEO, LLC receives written notice from me.
- Prosperity PEO, LLC reserves the right to recall funds sent in error and to interrupt or discontinue direct deposits and issue live checks to any and all employees at any time and for any reason.
- I am always responsible for verifying that funds have been credited into the proper account and are available prior to writing checks or otherwise withdrawing funds from this/these account(s). The availability of funds is subject to my banking institutions policy and procedures. Prosperity PEO, LLC is not responsible for overdraft fees on my account.

EMPLOYEE Signature _____ **Date** _____

By signing above, I am agreeing that I am either the account holder or have the authority of the account holder to authorize Prosperity PEO, LLC to make direct deposits into the above account(s).

PROSPERITY PEO USE ONLY

Received by: _____

Processed by: _____

Date: _____

Date: _____