



Direct Deposit Authorization

Please fill out the following form to set up electronic funds transfer (EFT) for payroll direct deposit to the financial institution of your choice.

Power Products, LLC payroll will maintain two direct deposit transactions per payroll processing per employee. Multiple accounts at one institution for one employee or partial amounts for deposit are not accepted.

Employee Name (Printed):

Please check one: New Enrollment Change Bank
 Change Account Stop Direct Deposit

Business Unit Name:

I authorize Power Products, LLC and the financial institution listed below to electronically deposit my net pay to the specified account each pay day.

Bank Name: _____ **Bank Phone Number:** _____

Bank Address:

Fixed Amount to Deposit: \$ _____ .00 **Deposit Net Pay to this account**

(If you choose a fixed amount, you must complete a second form to deposit your Net Pay.)

Bank Routing Number (9 digit ABA number used for EFT)
Your Account Number **Checking** or **Savings**

If funds are deposited to the above account in error, I authorize Power Products, LLC to direct the financial institution to return said funds. This authority will remain in effect until Power Products, LLC has received written notification from me of its termination, in such time and in such manner as to afford Power Products, LLC a reasonable opportunity to act on it.

Any Previous EFT that exists for you in the payroll system will remain in effect until this new account/bank information has been processed. This process normally takes one pay period. Please give us specific instructions below if payroll should NOT continue to use your old account for fund transfer.

PLEASE STOP MY PREVIOUS DIRECT DEPOSIT IMMEDIATELY AND ISSUE A 'LIVE' CHECK NEXT PAYROLL PERIOD.

Employee Signature: _____

Date: _____

I have attached a voided check, copy of a check, or bank account card to verify the routing and account number listed above. (Deposit slips are not acceptable.)

ATTACH VERIFICATION HERE

Please remember to attach a copy of a voided check or deposit to ensure proper account numbers.