



Employee Direct Deposit Authorization and Agreement

Company Name	Client No.
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Employee Name	Employee No.
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Email Address (For Electronic Check Stub Delivery) please print neatly for accuracy.

I authorize my employer as noted above, One Source Inc, Nat Pay and all financial institution(s) involved in each transaction to deposit my pay automatically to the indicated account(s) and to make adjusting entries including removal of funds if the employer does not make them available, in which case, I waive any rights I may have to return debit entries to my account and I personally guaranty the return of the funds in question.

Bank/Credit Union	Acct Type	Amt \$/%	ABA Number	Acct. Number
	Ckg Sav			
	Ckg Sav			
	Ckg Sav			

Please Check One:

<input type="checkbox"/>	New or Additional Direct Deposit	
<input type="checkbox"/>	Change to Existing Direct Deposit	Account number to be replaced
<input type="checkbox"/>	Change the amount of existing DD	New amount or percent

Please Attach a Void Check for Verification

Deposits are normally available two (2) banking days after payroll is processed. It is responsibility to verify deposits on a per pay period basis before writing checks against these funds. This Authorization can take up to three (3) pay periods to activate. I understand that neither my employer, One Source Inc or Nat Pay is responsible for bank errors or bank fees. Direct Deposit Financial services are provided in accordance with One Source Inc. Direct Deposit Agreement, Cachet Banq's Power of Attorney/Guaranty/Terms and Conditions and the limitations and restrictions of the National Automated Clearing House Association. I may cancel these Direct Deposit(s) at any time.

Signature	Date
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