



DIRECT DEPOSIT AUTHORIZATION FORM

This form authorizes Dynamic Office & Accounting Solutions (Dynamic the “Company”) and your financial institution authority to deposit your pay directly into your account(s). Upon receipt of this form, processing of the direct deposit option may take up to three weeks before it is effective (this time frame depends upon your bank). Thereafter, your payroll is guaranteed by midnight on the date of payroll, (which at this time is Friday of each week).

INSTRUCTIONS

1. Fill in your financial institution’s name, its location, routing number (the first set of numbers listed at the bottom of your check) and your account number (the second set of numbers).
2. Mark the appropriate box to indicate whether your pay will be deposited into a checking or savings account.
3. Fill in your name; date and your social security number then sign the form.
4. Fax the completed form to Dynamic at: 925-855-3609.

AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSIT

I authorize Dynamic and the Financial Institution indicated below to deposit my net pay automatically each payday. If monies to which I am not entitled are deposited into my account, I authorize Dynamic to direct the financial institution to return said funds. This authority will remain in effect until I cancel this agreement in writing.

Financial Institution Name: _____

Branch Address: _____

City, State and Zip Code: _____

Routing Number: _____ Account Number: _____

Checking

Savings

Name (please print): _____ Date: _____

Social Security Number: _____

Signature: _____

attached voided check

HERE

Or a copy may be attached to this form