

# "How I Want to Get Paid" Form

Last Name	First Name	Middle Initial	Home Phone
Address	City	State	Zip Code
e-mail address	Social Security Number	Date Of Birth	

## DIRECT DEPOSIT

### Check One

<input type="checkbox"/> <b>New-Deposit</b> Payroll payments in account as shown <input type="checkbox"/> <b>Change-</b> Change the financial institution and/or account <input type="checkbox"/> <b>Cancel-</b> Stop my participation in the program  <b>**Always verify your pay stubs for accuracy**</b>  <b>QUALITY PAYROLL &amp; BENEFITS is not responsible for your account balance and as such <u>will not</u> pay NSF Fees.</b>	<b>Name of Financial Institution</b> <input type="text"/>		
	<b>Bank Routing Number</b> <input type="text"/>		
	<b>Bank Street Address</b> <input type="text"/>		
	<b>City</b> <input type="text"/>	<b>State</b> <input type="text"/>	<b>Zip Code</b> <input type="text"/>
<b>Type of Account</b> Checking Account Number (Account 1) <input type="text"/>	<b>Disbursement of Funds</b> Amount to Checking Account <div style="text-align: right;">\$ <input type="text"/></div>		
Account Number (Account 2) <input type="text"/>	<b>Total Checking Account</b>		
Account Number (Account 3) <input type="text"/>	account 1	<input type="text"/> %	<input type="text"/> \$
Account Number (Account 4) <input type="text"/>	account 2	<input type="text"/> %	<input type="text"/> \$
Account Number (Account 4) <input type="text"/>	account 3	<input type="text"/> %	<input type="text"/> \$
Account Number (Account 4) <input type="text"/>	account 4	<input type="text"/> %	<input type="text"/> \$
Signature: <input type="text"/>			
Date: <input type="text"/>			

### LIVE CHECK-Liability Understanding

### I understand and agree to the following:

Once received, if I lose my live paycheck, I agree to pay a \$25.00 fee for the reprinting and wait up to 48 hours for re-processing before I can obtain a replacement paycheck. Also, QUALITY PAYROLL & BENEFITS, Inc. cannot be responsible for the timeliness of the postal service if the check is mailed.

Signature:

Date: