

Customer ID # _____
Submitted by _____
Date _____

Check Here for
Money Network Service®



Authorization Agreement
Employee Direct Deposit ACH

I hereby authorize Essential HR, Inc. dba FirstStar HR, Inc., hereinafter called the Company, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any debit/credit entries in error to my checking, savings, or Money Network Service account indicated below/attached and the depository named below/attached, hereinafter called Depository, to credit and/or debit the same to such account.

Bank Information
(Please Print)

Bank Name**	Routing #	Account #	Account Type	Amount/ %

****For Money Network Service, please complete Employee Pay Selection Record****
****For multiple accounts, please utilize the following fields:**

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Check Stub Options: Print Stub Only Email Stub Only* Both

* Email Address (to receive pay stubs) : _____

This authority is to remain in full force and in effect until Company has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it. **You are responsible for contacting our office to terminate your direct deposit or inactivate your Money Network Service account with Bank of America after your employment has ended.**

Employee Information
(Please Print)

Employee Name			
Social Security #			
Client Company Name			
Employee Signature		Date	

(Must be a signatory on account)

To ensure an expedient process for Direct Deposit (DD), please call your bank and verify the information given on this form.

WE MUST HAVE A VOIDED CHECK ACCOMPANY THIS FORM.
A COPY OF A CHECK IS NOT ACCEPTABLE.

A PRE-NOTE WILL TAKE PLACE FOR 7-10 BUSINESS DAYS ON EVERY DIRECT DEPOSIT SETUP. ACTIVATION MAY TAKE UP TO TWO WEEKS.

For Direct Deposit Purposes Only

SAMPLE VOIDED CHECK

John Doe 123 Main St Anywhere US 10111	Date _____
PAY TO THE ORDER OF _____	\$ <input type="text"/>
_____ You Bank 456 Main St Anywhere US 10111	OLLARS
MEMO _____	_____
⑆ 123456789 ⑆	⑆001001234⑆ 0790