

## ***Direct Deposit Policy for Clients***

Please read the following policies and procedures on direct deposit for client companies. An authorized agent of the client company must sign and return this original form to our accounting department to initiate direct deposit for your company and employees.

- \* Direct deposit payment option is **ONLY** offered to client companies who are in good standing with our accounting department.
- \* If you are **NOT** a good standing account, the **ONLY** way you can offer your employees direct deposit is if you wire transfer your payment before the direct deposit transmittal is sent. For more information on payments via wire transfer, please call our accounting department and make arrangements for wire transfer payments.
- \* Direct deposit usually takes two (2) business days from the receipt of the direct deposit file at our bank to reach the employee's bank account.
- \* All employees must fill out and return the Direct Deposit Authorization Agreement with a sample of a voided check.
- \* Direct deposit paperwork **MUST** be in our office at least one (1) week prior to the date the employee wishes to initiate his/her direct deposit. Any incomplete paperwork will delay the setup process.
- \* Correction checks will **NOT** be transferred as a separate file. Live checks will be issued.

Please also read the Direct Deposit Policy for Employees in order to answer any other questions you may have about our direct deposit service.

By signing below and by using direct deposit as a payment method, verifies that you have read, understand, and agree to abide by ***Corporate Solutions*** policies and procedures on direct deposit.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client Co. Agent: \_\_\_\_\_  
(Printed Name)

Company: \_\_\_\_\_