

## ***Direct Deposit Policy for Employees***

Please read the following policies and procedures on direct deposit for employees. You must sign and return the Direct Deposit Authorization Agreement along with a sample/voided check to our accounting department to initiate direct deposit onto your account.

- \* Direct deposits will begin the second pay period after receipt of the completed authorization forms. Any incomplete paperwork will delay the set up process.
- \* Direct deposit payment option is **ONLY** offered to employees of client companies who have direct deposit agreements in place.
- \* Direct deposit can take up to (2) business days from the receipt of the direct deposit file at our bank to reach your account.
- \* It is your responsibility to confirm receipt of funds into your account.
- \* Your information will appear as “**ACH Direct Deposit**” on your paycheck stub of a VOID check.
- \* Any correction checks will be by regular check.
- \* Any changes to your direct deposit must be submitted on a new Direct Deposit Authorization Agreement.
- \* Corporate Solutions will **NOT** be responsible for any overdrafts and/or NSF checks/charges on your bank account caused by late delivery or posting of direct deposits into your account.
- \* Corporate Solutions has the authorization to debit your account if you are paid in error and/or overpaid due to direct deposit.
- \* Please read termination procedures for direct deposit on the Direct Deposit Authorization Agreement.

If you have any more questions about how direct deposit works, please do not hesitate to contact our accounting department at (956) 928-0688 or (888) 785-4018 for more information.