

Direct Deposit Authorization

Please Note that you may Direct Deposit into multiple accounts.

| | | | |
|-----------------------------|--------------------------|--|--|
| Company Name: | | Company ID: | <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change |
| Employee Name: | | Social Security Number: | |
| Financial Institution Name: | | Account Status: <input type="checkbox"/> Activate <input type="checkbox"/> Cancel | Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings |
| Account Number: | Routing/ Transit Number: | Amount of Paycheck: \$ | % of Net Pay: % |

ATTACH VOIDED CHECK OR LETTER FROM FINANCIAL INSTITUTION

| | | | |
|-----------------------------|--------------------------|--|--|
| Financial Institution Name: | | Account Status: <input type="checkbox"/> Activate <input type="checkbox"/> Cancel | Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings |
| Account Number: | Routing/ Transit Number: | Contribution Method: <input type="checkbox"/> Balance <input type="checkbox"/> Fixed \$ <input type="checkbox"/> Percentage | Amount (if fixed or percentage elected): |

ATTACH VOIDED CHECK OR LETTER FROM FINANCIAL INSTITUTION

I authorize Regis HR to withhold the indicated amount, if available, from my pay, and deposit directly into the account shown. The direct deposit will be submitted for each payday, unless I notify Regis HR in writing of my intent to cancel. Upon Regis HR's receipt of a request to cancel a direct deposit authorization, it shall become effective after a reasonable opportunity to act upon it. I understand that Regis HR may pre-note my request with my financial institution prior to making the request effective. The pre-note process may take up to 10 business days as per the financial institution's parameters. I understand that I need to verify funds availability prior to writing funds against the above referenced account. In the event funds are deposited erroneously into my account, I authorize Regis HR to debit my account not to exceed the original amount of the credit. I understand that Regis HR reserves the right to refuse any direct deposit request. I also understand that all direct deposits are made through the Automated Clearing House (ACH), that the funds' availability is subject to the terms and limitations of the ACH as well as my financial institution, and that the ACH process can take 48-72 hours to complete, excluding weekends and holidays.

Employee Signature

Date