

New Hire Information

Company Name: _____ **Company Number:** _____

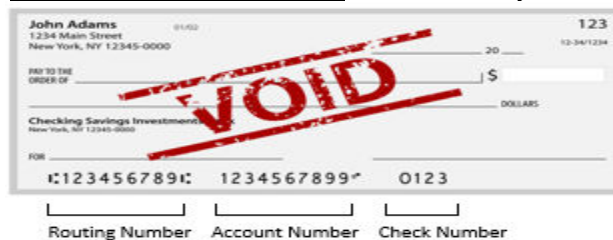
Demographics

Full Name: _____ Date: _____
Last First M.I.
 Address: _____
Street Address Apartment/Unit #
City State ZIP Code
 Phone: _____ Email: _____
 Hire Date: _____ Social Security No.: _____ Date of Birth: _____
 Pay Rate: _____ ☐ Hourly ☐ Salary Department: _____

Direct Deposit

Bank Name: _____
 Routing # _____ Account # _____
 Account Type (check one): ☐ Savings ☐ Checking Percentage or Dollar Amount to this Acct _____ % or _____
 Bank Name: _____
 Routing # _____ Account # _____
 Account Type (check one): ☐ Savings ☐ Checking Percentage or Dollar Amount to this Acct _____ % or _____

Please include a copy of a **Voided Check and W4 Form** for the current year. Voided Check example below *



Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.
I authorize my employer, our payroll processor, and its agents, including any Financial Institution, to initiate electronic credits, and if necessary, debit entries and adjustments from all accounts, checking or savings listed above. It is my responsibility to verify direct deposits before writing checks against payroll funds. I will not hold my employer, Time & Pay, or its ACH agents responsible for bank errors NSF fees or other fees types. I authorize the reversal of funds if my employer does not make payroll funds available. In such an event, I waive any rights regarding debit entries to my account and personally guarantee the return to Time and Pay of any payroll funds not funded by my employer. This authorization will remain in effect until I have altered or canceled it in writing.

Signature: _____ Date: _____

To Employers: Please email or fax this form with a voided check or Direct Deposit Bank form to your CSR at Time & Pay for processing at 423-854-9142. Time & Pay will confirm and only accept this form from authorized representatives of the employer. Please make sure a voided check and not deposit slip is attached. Any deviation from the required information will result in a delay of direct deposit processing. The signed original form is to be retained by the employer.