Direct Deposit Enrollment Form

First Name:	Last Name:
Address:	
City:	State:
Zip:	Email:
Phone:	SSN#:

WE ARE UNABLE TO PROCESS INCOMPLETE FORMS

- Please fill out the form in its entirety.
- Scan and upload a voided check to this form for the setup of all checking accounts.
- For checking accounts, the bank routing number is the first 9 digits listed on the bottom of your check. For savings accounts, please contact your bank to obtain the routing number.

Primary Account Information	
Bank/Financial Institution Name:	
ABA Routing/Transit Number (9 digits):	
Account Number:	
Account Type:	☐ Checking Account ☐ Savings Account ☐ Pay Card

Secondary Account Information (Optional)	
Bank/Financial Institution Name:	
ABA Routing/Transit Number (9 digits):	
Account Number:	
Account Type:	☐ Checking Account ☐ Savings Account ☐ Pay Card
Set Amount to be Deposited to this Account:	☐ $_____ from my weekly paycheck ☐ _____ % of my weekly paycheck

TERMS OF SERVICE

_____ I understand that Employdrive is the payroll service through which my weekly pay will be Directly Deposited into my account. I understand that my personal Employdrive online account is where I can access all my paystubs, pay history, Direct Deposit settings, withholding information, and more. I agree that if I want to make any changes to my Direct Deposit (example: direct the funds to a different bank account) I must make this change in my Employdrive account.

_____ I understand that Direct Deposit transfers are initiated each Wednesday; however availability of funds in my account is based on my bank's ACH cycle. I understand that it is my responsibility to verify that funds have reached my account before I draw on those funds or have automatic payments taken out of my account.

_____ I agree that PEAK Technical Services, Inc. will not be liable for the availability of my funds or for any fees incurred due to NSF. I understand that I should make provisions in the unlikely event that a delay in payment may occur. I hereby authorize PEAK Technical Services, Inc. (and its third party vendor, Employdrive) to initiate credit entries directly to the savings or checking account at the financial institution named above and to credit the same to the specified account.

Signature:_____

Print Name:_____ Date:_____

(Remember to scan and upload a voided check when signing up for Direct Deposit.)

Where can I find my Routing and Account Numbers?

A routing number is a nine-digit code, used in the United States to identify the financial institution. Routing numbers are used by Federal Reserve Banks to process Fedwire funds transfers, and ACH (Automated Clearing House) direct deposits, bill payments, and other automated transfers. The routing number can be found on your check.