



Direct Deposit Enrollment Form

You can have your pay deposited directly into your personal checking or savings account.

- To deposit into a **checking account**, please complete this form and return it with a **voided check** to our office.
- To deposit into a savings account, ask your bank to give you the Routing/Transit Number for your account and write that information in the space provided below.

Direct deposit forms take approximately 1 week to process.

Important! Please read and sign before completing and submitting.

I hereby authorize Update Legal ("Company") to deposit any amounts owed me by initiating credit entries to my account at the financial institution ("Bank") of my choice.

Furthermore, I authorize Bank to accept and to credit any credit entries indicated by Company to my account. In the event that Company deposits funds erroneously into my account, I authorize Company to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

Employee Signature: _____

Date: _____

Please check one: Begin Direct Deposit
 End Direct Deposit as of _____

Employee Name: _____

Social Security Number: _____

Checking Account Number: _____

Checking Account Routing Number: _____

Savings Account Number: _____
(only if depositing into savings)

Savings Account Routing Number: _____
(only if depositing into savings)