



## **AUTHORIZATION FOR DIRECT DEPOSIT INITIATION/CHANGE/CANCELLATION**

### **What is Direct Deposit?**

Direct Deposit allows you to have your paycheck deposited directly into your bank account. You may indicate how you would like your checks to be deposited (e.g., savings, checking). . Payroll is issued on Friday for the preceding week. In general, checks not direct deposited will be mailed from our corporate office on Thursday.

Your bank must participate in a program for Direct Deposit through the National Automated Clearing House Association. Most banks do participate. Check with your bank to verify before signing up.

### **Timing of Direct Deposit**

While the timing of Direct Deposit for your bank may vary, funds are generally available by your regular pay date. Holiday weeks may vary and may cause a delay to your normal fund availability. Please remember it is illegal to anticipate funds. ITAC Solutions is not responsible for non-sufficient fund fees.

### **Changing or Closing Bank Accounts**

Before you close/change your bank account, contact the Payroll Department to receive our Authorization for Direct Deposit form to stop your Direct Deposit from going to the old account. Once your Direct Deposit has been cancelled, you will receive a "live" check. **Important:** Changes or cancellations to your Direct Deposit elections can be made no more frequently than thirty (30) days from the set-up of the account.

### **Opting out of Direct Deposit**

Should you decline the opportunity to participate in our Direct Deposit program, you will receive a "live" check. You will have the option to either pick up your paycheck weekly at the ITAC office or you may elect to have your check mailed, via regular US Mail. However, if you elect to pick up your check in the office, you may not designate anyone else to pick up your paycheck. In other words, you must pick up your check. **All checks not picked up between 10:00 a.m. and 5:00 p.m. each Friday will be mailed, via regular US Mail. We strongly recommend direct deposit whenever possible.** ITAC Solutions is not responsible for checks lost via U.S. mail or otherwise. **Fees to stop and reissue payment will be the responsibility of the external employee.** Fees begin at \$30.00 per instance and will be deducted from the employee's paycheck

**ALL CHANGES TO YOUR DIRECT DEPOSIT MUST BE MADE IN PERSON AT THE ITAC OFFICE THROUGH WHICH YOU ARE EMPLOYED.**

Please contact your Recruiter with any questions regarding this plan.



**AUTHORIZATION FOR DIRECT DEPOSIT**

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Last Name First Name Middle Initial

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Social Security Number

I authorize ITAC Solutions and the Financial Institution below to initiate/change Direct Deposit of my payroll check into the account listed below. I understand that by signing below, my employer is authorized to credit entries and initiate, if necessary, debit adjustments for any credit entries in error to my (our) account listed below. The authority is to remain in full force until ITAC Solutions has received written notification from me (us) of its termination in such timely manner as to afford my employer and financial institution a reasonable opportunity to act on it.

I understand neither ITAC Solutions nor its payroll services provider is responsible for non-sufficient funds (NSF) fees/related bank fees due to anticipated funds.

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Signature Date

**Instructions:**

- Write down account number; indicate if checking or savings then indicate options for direct deposit.
- Obtain Transit/ABA number from your bank.
- Checking accounts only: attach a voided check (not a deposit slip). Bank-originated proof of savings accounts must be provided (include account number and routing information).
- If you have any questions, please contact the Payroll Department at 205.326.0004.

Bank/Credit Union	State	Type Circle One	Amount Percentage Circle One	Account Number
		Ckg Sav		
		Ckg Sav		
		Ckg Sav		

**Please Check One:**

<input type="checkbox"/>	New or Additional Direct Deposit		
<input type="checkbox"/>	Change the Bank or Account Number on an Existing Direct Deposit	Account Number to be replaced:	
<input type="checkbox"/>	Change the Amount of an Existing Direct Deposit	Amount was:	Amount changed to:
<input type="checkbox"/>	Other, Please Explain:		

It is my responsibility to verify deposits on a per pay period basis before writing checks against these funds. This Authorization can take up to three pay periods to activate. I understand that neither ITAC Solutions nor Payroll & Benefits Solutions, LLC is responsible for bank errors or fees.

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Signature Date