

Direct Deposit Agreement

Employees of Convergence Employee Leasing, Inc may have the payroll checks automatically deposited into their checking or savings account on their scheduled payday. Direct Deposit is safe, convenient and easy.

Here's how it works: The first payday after setup, you will receive an actual check and your account will be verified through the Direct Deposit System. After your account is verified, your next check will be sent via direct deposit. You will receive a check stub showing your gross pay, taxes, other deductions, net pay and direct deposit along with a "VOID"ed check.

Client Name: _____

Employee Name: _____

Employee SSN: _____

Routing Number: _____

Account Number: _____

Amount to Deposit: _____ % or \$ _____

Checking: _____ **or Savings:** _____

*I grant my employer the right to correct any electronic funds transfer resulting from an overpayment by debiting my account to the extent of such overpayment or any incorrect payment.

Employee Signature: _____ **Date:** _____

You must verify that your check has been Direct Deposited into your Account BEFORE writing checks.

A Voided Check must be Attached in Order to Setup Direct Deposit

VOIDED CHECK