



No Documentation Agreement- Direct Deposit

Form can be email to receptionist@myhrpros.com or faxed to (844) 224-0294

Employee Full Name: _____

Last Four Digits of Social Security Number: _____ Date Requested: _____

Company working for: _____

Bank details for account **not** providing required documentation:

Bank Name: _____ Add Deposit Change Stop Deposit

Bank Routing Number: _____ Bank Account Number _____

What type of account is this: Checking Savings

Deposit Method:

Deposit Full Amount of Remaining Balance of Net Check

Deposit a Fixed Amount: \$ _____

Deposit a Percentage of Check: _____ %

Agreement:

I hereby authorize My HR Professionals to initiate deposit entries to my account and, if necessary, to initiate draft entries for any deposit entries made in error. I understand that adding or changing a percentage or amount will NOT stop all other deposits of amounts or percentages unless authorized by me on this form to do so. My HR Professionals will NOT be liable for any amounts sent to current accounts in error if employee did not inform My HR Professionals to stop the account on this form. I understand that it will take up to one (1) pay period to set up and verify the routing for this procedure before the direct deposit begins. I also understand that it is my responsibility to verify that the funds are in my account prior to writing checks or making drafts against said funds. My HR Professionals will NOT be liable for any charges or fees related to returned items.

I understand it is My HR Professionals' policy to required documentation for use in setting up the direct deposit. My HR Professionals has requested the acceptable documents from me, and I am unable to provide such documents. I have been given the option to provide a voided check or a document from the banking institution containing the Routing and Account Numbers (i.e. letterhead, screenshot, printout). I have also been given the option to enter my direct deposit information online by going to my employee portal at www.myhrprofessionals.com/ess and I am unable to do so.

I authorize My HR Professionals to setup my direct deposit information with no documentation utilizing only the information I have provided on this form. I understand and agree that by not having a voided check or bank documents for setting up my direct deposit, I will be responsible for any fees that are incurred for incorrect information. I also understand there might be delays on receiving the funds in my account due to incorrect information provided.

Signature Required

Today's Date