

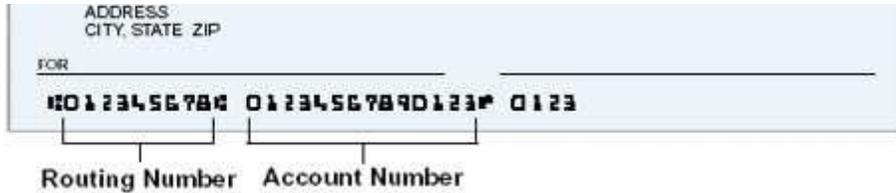


**EMPLOYEE DIRECT DEPOSIT ENROLLMENT FORM**

To enroll in Full Service Direct Deposit, simply fill out this form and scan, fax or email it to J. Morrissey & Company, Inc. located at 289 Broad Street, Windsor, CT 06095. Fax: 860-640-6543 or email: SueO@JMorrissey.com. Attach a voided check for checking account – **not a deposit slip**. If depositing into a savings account, please obtain the routing/transit number for your account from your bank. It is not always the same as the number on a savings deposit slip; this will help ensure you are paid correctly.

**Note: We are unable to split your direct deposit. It may only be one account.**

Below is a sample check MICR line detailing where the necessary information to complete this form can be found.



( ) Please Cancel Direct Deposit                      ( ) Please change Direct Deposit to a new bank

- Bank Name/City/State: \_\_\_\_\_
- Bank Routing Number: \_\_\_\_\_
- Bank Account Number: \_\_\_\_\_

( ) Checking ( ) Savings

**Important! Please read and sign before completing and submitting.**

I hereby authorize my employer, J. Morrissey & Co, to deposit any amounts owed to me by initiating credit entries to my account at the financial institution indicated on this form. Further, I authorize the financial institution to accept and to credit any credit entries indicated by J. Morrissey & Co to my account. In the event that J. Morrissey & Co deposits funds erroneously into my account, I authorize J. Morrissey & Co, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous funds. \*Please be sure that your account is set up to receive both credits and debits. I understand that from the time of payroll is input, there could be a seventy-two-hour turnaround to my account.

This authorization is to remain in full force and effect until Paylocity and the financial institution have received written notice from me and its termination in such time and manner as to afford J. Morrissey & Co and institution reasonable opportunity to act on it.

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*J. Morrissey & Company will not accept any cash card or money transfer (P2P) accounts\*

\*\*Your account is pre-noted for 10 business days after input - the first two checks are live and will be mailed. Once the check is mailed it is in the possession of the U.S. Postal Service. If the address on the check is correct but it is lost in the mail, you may choose to request a stop payment on the check rather than wait for the check to be delivered. However, you will be charged a \$15.00 fee that is charged to us from our payroll provider for stopping and reissuing lost checks. This fee will be deducted from your reissued check.\*\*