PAYRUNNER PAYROLL

EMPLOYEE DIRECT DEPOSIT ENROLLMENT FORM

Company: _____ Client #:_____

General Instructions:

1. Complete and sign this form
2. Attach a voided check for each checking account. If you do not have a check to provide or the account is a savings account, have your bank provide you with a letter which states the full the account number and routing number in writing - DEPOSIT SLIPS ARE NOT VALID
3. Return this form to your supervisor

Please read and sign the following:

I, the undersigned, hereby authorized my employer ("Employer") and its agent, P**ay**R**unner** P**ayroll Inc** ("Agent"), to deposit and credit any sums my Employer owes to me into my account(s) at the bank or other financial institution ("Bank") identified on the form below. I understand adjustment entries may be made to my account(s) in the event my Employer and Agent deposit funds erroneously, and the Bank is authorized to return the erroneous credit to my Employer and Agent and/or to debit my account(s) in an amount not to exceed the amount of the erroneous deposit. The authorization shall remain in effect until revoked by myself in writing so as to allow my Employer and Agent a reasonable opportunity to act.

Print Name:_____ Social Security#___ ___ ___-___ ___-___ ___ ___

Employee Signature:_____ Date:_____

Employee Account Information (Last item must equal remaining balance. For additional accounts, attach additional sheets.)

1. ___New Account ___Additional Account ___Replacement Account
   ___Cancel Account (Replacing Account Ending *___ ___ ___ ___)

   Bank Name:_____

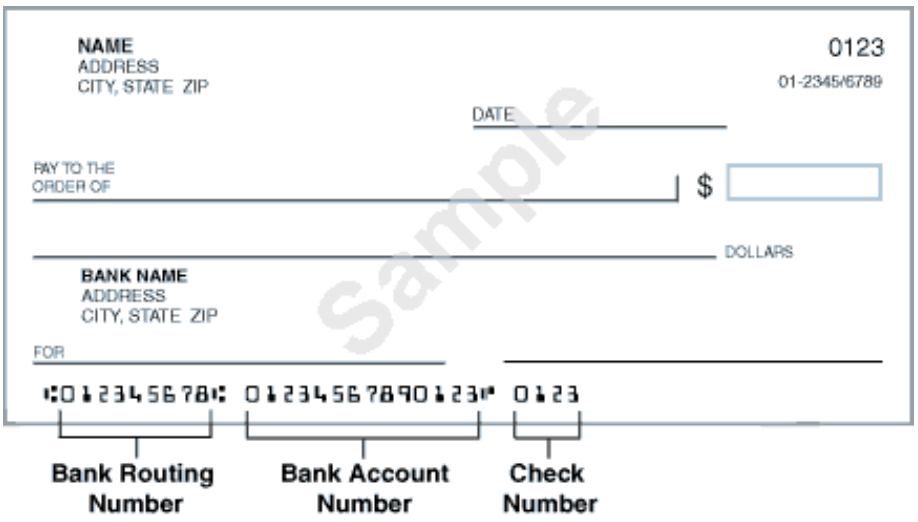
   Routing Number: ___ ___ ___ ___ ___ ___ ___ ___ Account Number:_____

   ☐ Checking ☐ Savings Deposit: $_____.___ or _____% or ☐ Entire Net Pay

2. ___New Account ___Additional Account ___Replacement Account
   ___ Cancel Account (Replacing Account Ending *___ ___ ___ ___)

   Bank Name:_____

   Routing Number: ___ ___ ___ ___ ___ ___ ___ ___ Account Number:_____

   ☐ Checking ☐ Savings Deposit: $_____.___ or _____% or ☐ Entire Net Pay

Attach a copy of a voided check here