smartlife
An IT Solutions Company

EMPLOYEE FORM

Direct deposit authorization

Where your paycheck goes

PAYROLL

How to fill this in

1. Print clearly in blue or black ink, one digit per box for the bank numbers (copy them from a check or your banking app).
2. Sign and date it at the bottom, and attach a voided check or a letter from your bank.
3. Give it to the office, or add a clear photo in the Smart Life app (Me > My settings > Direct deposit).

1 About you

Full legal name _____

Phone _____

2 Where your pay goes

Bank or credit union an account in your name (a joint account with you on it is fine)

_____

Account type check one

☐ Checking ☐ Savings

Routing number 9 digits, bottom left of a check. Not the number on a deposit slip.

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Account number next to the routing number on a check, before the check number. Up to 17 digits.

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3 Your authorization

I authorize Smart Life, LLC to deposit my pay into the account above. If money is deposited by mistake, I authorize the company to correct it by withdrawing that amount from the same account. This stays in effect until I tell the company in writing to change or stop it, with enough time for the company to act. Until it takes effect (up to one pay period), I'll be paid by check.

X _____ _____

Your signature — Date (month / day / year)

FOR THE OFFICE

Received by _____ Date _____ Entered in the app ☐