

Direct Deposit Authorization

In order to receive payment through BDS Fiscal, you must enroll in direct deposit. BDS Fiscal does not distribute payroll via paper checks or any method other than direct deposit. For guidance about opening and managing a bank account, visit www.consumerfinance.gov/consumer-tools/bank-accounts.

To set up your direct deposit, complete this form and attach the required documents. Please note that funds will be deposited into your account by our accounting firm, **O’Leary & Anick**.

ATTENTION: Your first paystub will be mailed to you with instructions on how to view all future paystubs and your W-2 online. Paystubs and W-2s are available online only. Your W-2 will not be mailed to you.

Employee name (print): _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Name of Financial Institution: _____

Type of Account: Checking Savings

Required Documents

Attach either a voided check or a letter/form from your bank with the account and routing numbers for verification of your account information.

- Deposit tickets or starter checks **may not** be used.
- Handwritten information will not be accepted.
- Bank letters must be printed on bank letterhead and state the account number, routing number, type of account (checking or savings), and account holder’s name.
- The employee’s name must be listed on the account.

I hereby authorize Broadscope Disability Services, Inc., hereafter known as BDS Fiscal, to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my bank account at the financial institution noted above. This authorization will remain in effect until BDS Fiscal receives written notice from me of its modification or termination, in such time and manner as to allow BDS Fiscal and the financial institution a reasonable opportunity to act on it.

Employee Signature

Date

Employer/Child Name