

## Authorization Agreement for Automatic Direct Deposit

Company Name: Procel Temporary Services Inc. Company ID#: \_\_\_\_\_

I hereby authorize the COMPANY, to make payments of any amount owing to me by initiating credit entries to my account indicated in the bank names below, hereinafter called BANK, and I authorize and respect BANK to accept any credit entries initiated by COMPANY to such account without responsibility for the correctness thereof.

I also authorize and request COMPANY to effect repayments to COMPANY for any amounts owed it because of prior erroneous credit initiated to my account if prior to initiation of the correcting entry, the COMPANY has notified me of the correction and the reason therefore: and, the correcting entry is transmitted in such time as to be delivered or make available to BANK before midnight of the tenth day next following for the erroneous entry.

It is understood that either party may terminate this agreement at any time by written notification to COMPANY or BANK. Any such notifications to COMPANY shall be effected only with respect to entries initiated by COMPANY after receipt of such notification and reasonable opportunity to act on it. Any such notification to BANK shall be effective only with respect to entries credited into my account by BANK after receipt of such notifications and reasonable time to act on it.

I recognize, acknowledge, and accept that this service is being provided for my convenience. As such, I agree to hold the COMPANY, PROCEL, each participating bank and NACHA harmless from any claim incident to the operating of this plan, arising from any act or omission by the COMPANY and/or PROCEL and their employees, including without limitation any claim based on an alleged loss as a result of non-credit of any deposit, and any claim which may be made by any depositor as a result of the rejection of any of his debits because of insufficient funds arising from failure to credit deposits to my account.

**→ IMPORTANT!!!←**  
**ATTACH VOIDED CHECK FOR CHECKING ACCOUNT**  
**OR**  
**ATTACH DEPOSIT SLIP FOR SAVINGS ACCOUNT**

Name of Institution: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Account #: \_\_\_\_\_ Routing #: \_\_\_\_\_

Account Type: Checking  Savings  Cancel Direct Deposit

Direct Deposit will be tested the first week. This is called a "Pre-Note". The purpose is to ensure your correct account. If test is successful the direct deposit will be activated the following week. Thereafter, PROCEL will process direct deposit every payday (Thursday). Friday is usually the day our employees receive their direct deposit pay. PROCEL cannot guarantee that your bank will post the direct deposit in your account on Fridays. Therefore, please ask your bank representative when you can expect your money to be deposited into your account.

I understand that it is my responsibility to notify PROCEL of any changes related to my direct deposit: Bank, Account #, Closing, etc. I also understand that if I fail to notify PROCEL of these changes I may not receive my direct deposit pay.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_