

**Orientation Packet**

**EMPLOYEE DIRECT DEPOSIT AUTHORIZATION FORM**

**Employee Name:** \_\_\_\_\_ **Employee SSN:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby authorize KINDHEARTED HEALTHCARE (Employer) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account as follows:

**PRIMARY**

**SECONDARY**

|                           |                       |                       |
|---------------------------|-----------------------|-----------------------|
| Bank Name:                | _____                 | _____                 |
| Bank Phone #:             | _____                 | _____                 |
| Bank Routing Number:      | _____                 | _____                 |
| Branch Address:           | _____                 | _____                 |
|                           | _____                 | _____                 |
| Name on Account:          | _____                 | _____                 |
| Type of Account:          | _____                 | _____                 |
|                           | (Checking or Savings) | (Checking or Savings) |
| Account Number:           | _____                 | _____                 |
| Indicate Specific Amount: | \$ _____              | \$ _____              |
| Or                        |                       |                       |
| Indicate Percentage:      | _____ %               | _____ %               |

at the financial institution(s) as indicated. I further authorize the financial institution named in this authorization form to credit and/or debit such account(s).

I understand that this authorization remains in effect until the "Employer" receives from me, in writing, notification to terminate the authorization in such a time and a manner as to afford the "Employer" and my financial institution a reasonable time to act upon it. I acknowledge that I have been informed that it will take a reasonable amount of time (up to 15 business days) to complete the initial set up for my bank and particular account and that all paychecks prior to the full implementation will be delivered to me as fully negotiable paychecks.

\_\_\_\_\_  
Employee/Account Holder Signature  
(Typed name constitutes legal signature)

\_\_\_\_\_  
Joint Account Holder Signature (if required)  
(Typed name constitutes legal signature)

\_\_\_\_\_  
Type or Print Name - CLEARLY

\_\_\_\_\_  
Type or Print Name - CLEARLY

\_\_\_\_\_  
Date Authorized

\_\_\_\_\_  
Date Authorized

**You must attach a voided check for processing to be completed**