



Direct Deposit Form

Please PRINT or TYPE for clarity

Employee Name _____
Last Name First Name MI

SSN XXX-XX- _____

Address _____

Phone _____

PAYROLL DIRECT DEPOSIT OPTION(S)

You MUST ATTACH a preprinted original or photocopy of a blank check, OR a voided check for EACH option selected below

Option 1	Add	
	Change	
	Cancel	

PRIMARY Financial Institution Name: _____ Account Number: _____

 Checking
 Savings

All net pay will be deposited - No dollar amount needed

Option 2	Add	
	Change	
	Cancel	

SECOND Financial Institution Name: _____ Account Number: _____

 Checking
 Savings

Dollar amount deposited each payday: \$ _____

I hereby authorize Apollo Professional Solutions, Inc. to directly deposit into the financial institution account number(s) listed above, as well as authorize the Institution(s) to post the pay to the above listed account(s). I authorize Apollo to initiate debit entries to above designated account(s) as may be necessary to correct erroneous credit entries and authorize the listed financial institution(s) to subtract such entries from the above designated account(s).

This agreement is effective on the next payroll processing after the signature date below and will remain in force until Apollo receives notice of change or cancellation from me. Any notice of cancellation must be received by Apollo in such a manner as to afford Apollo payroll staff reasonable opportunity to act on it.

I understand and approve the authorization(s) or cancellation(s) as indicated above. This agreement supersedes all Direct Deposit forms with a prior date and must be signed and dated for any action on the part of Apollo.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

THE SECTION IS FOR PAYROLL USE ONLY		
OPTIONS:	OPTION 1	OPTION 2
ROUTE TRANSIT #		
ACCOUNT #		
CHECKING/SAVING		
ENTRY DATE		

Using Direct Deposit

How does payroll direct deposit work?

Apollo Professional Solutions offers all employees the convenience of Direct Deposit free of charge. This program allows you to have your pay automatically deposited directly into your personal checking or saving account(s) at up to two separate financial institutions without any additional effort from you. Most financial institutions throughout the United States are in the direct deposit network.

Once enrolled, Apollo will automatically send your deposit amount(s) to your financial institution(s) electronically every week. On payday you will receive a statement showing the detail of the payroll amounts deposited to your account(s).

You may add, change, or cancel deposit information at any time by completing a new direct deposit form. Your automatic deposit will begin within two weeks after the completed direct deposit form has been processed by the Payroll department.

Please note that direct deposit requires that your entire check to be disbursed to the selected financial institution(s). There can be no exceptions.

There are numerous benefits to the electronic direct deposit of your pay:

- Quicker access to your money. Deposited funds are generally available within hours of deposit.
- Shortens the "float factor" when writing checks against your accounts since the funds are available more quickly.
- Start earning interest on your money immediately when electronically deposited to an interest bearing account
- Extremely convenient. Deposit(s) are made automatically without any effort on your part
- Eliminates the need to go out to deposit your check in inclement weather and avoids long lobby and drive-in lines
- Safe and confidential. Eliminates the possibility of your check being stolen and forged
- Eliminates the risk of losing or misplacing your check
- Saves postage costs and avoids delays of banking by mail
- Flexibility of depositing with up to two different institutions at the same time

With the electronic direct deposit service, your pay will be transferred to your account(s) even if you are:

- Sick
- On vacation
- Out of town
- Not scheduled to work on payday
- Working off hours

For more information or questions concerning payroll direct deposit please contact the Payroll department at 866-APS-EDGE (277-3343)

Please return completed forms by mail or fax to:

Apollo Professional Solutions
Attn: Payroll Department
29 Stiles Road, Suite 302
Salem, NH 03079

FAX (603) 890-6668

Please Do NOT e-mail this form! Doing so exposes you to potential risk!