



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (Credits)

NOTE: PLEASE ALLOW 10 DAYS IN ORDER FOR CHANGES TO YOUR DIRECT DEPOSIT INFORMATION TO TAKE EFFECT

I (we) hereby authorize Ideal Business Solutions, LLC, Company Tax ID Number (20-1364634), to initiate credit entries (and either debit or credit entries which are necessary for corrections), to my (our) checking and/or savings account(s) indicated below.

Please list all accounts each time you make a change as this form will replace all previous forms.

Change to be made effective on: _____

Company: _____

DEPOSITORY (BANK NAME/BRANCH)	BANK TRANSIT/ABA NUMBER	ACCOUNT NUMBER	Type: Checking Savings Credit Union	Deposit Amount by % or flat \$

This authority is to remain in full force and effect until Ideal Business Solutions, LLC has received **written** notification from me (or either of us) of this termination in such time and in such manner as to afford Ideal Business Solutions, LLC a reasonable opportunity to act on it **(minimum of 10 days)**.

(Note: For your Direct Deposit to work properly)

A "pre-note" is created using the information on this form. The pre-note process involves our banks verifying the information you have submitted on this form.

Payrolls from your company must be submitted to Ideal Business Solutions 3 days prior to the direct deposit date or there will be a delay of your money reaching your bank.

Different banks post direct deposited funds into accounts at different times during the day, morning, afternoon, and sometimes evenings.

If your financial situation is such that you must know the exact time of day you will have your money deposited, this benefit may not be for you at this time.

PLEASE ATTACH A COPY OF A VOIDED CHECK(S) DIRECT DEPOSIT SLIPS ARE NOT ACCEPTABLE

By signing this form you agree that the information contained in this document is correct.

Please sign and date this form before clicking the **Send to Ideal HR** button.

Print Name

Date

Signature

Date

Signature (For accounts requiring 2 signatures)