



**Direct Deposit & Master File**

\_\_\_\_\_ New Employee File      \_\_\_\_\_ Change Contractor Information

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Hire Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Social Security #: \_\_\_\_\_ EIN: \_\_\_\_\_

**Direct Deposit Authorization**

\_\_\_\_\_ New Deposit Set Up      \_\_\_\_\_ Change Deposit Set Up

Please deposit my paycheck into my **Checking Account** \_\_\_\_\_ % of Net or \$ \_\_\_\_\_ Amount

Please deposit my paycheck into my **Savings Account** \_\_\_\_\_ % of Net or \$ \_\_\_\_\_ Amount

Please **Stop** my direct deposit

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

Bank Address: \_\_\_\_\_

ACH Routing (transit) #: \_\_\_\_\_ (9digits)

Checking Account #: \_\_\_\_\_

Savings Account #: \_\_\_\_\_

I hereby authorize Live Reps Events ("LR Events") to deposit any amount owed to me for wages by initiation of credit entries to my account at the financial institution ("Bank") indicated above.

Further, I authorize Bank to accept and credit any credit entries indicated by LR Events to my account. In the event that LR Events deposits funds erroneously into my account, I authorize LR Events to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until LR Events receives written notice from me of its termination in such time and in such a manner as to afford reasonable opportunity to act on it.

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

It will take at least two (2) pay cycles before your paycheck is directly deposited to your account. Always check your pay stub or your account to verify that your deposit has been posted.