

**Convergence Employee Leasing, Inc**  
9393 Mill Springs Drive  
Jacksonville, FL 32257  
904-731-9014

## Direct Deposit Agreement

Employees of Convergence Employee Leasing, Inc may have the payroll checks automatically deposited into their checking or savings account on their scheduled payday. Direct Deposit is safe, convenient and easy.

Here's how it works: The first and second payday after setup, you will receive an actual check and your account will be verified through the Direct Deposit System. After your account is verified, your next check will be sent via direct deposit. You will receive a check stub showing your gross pay, taxes, other deductions, net pay and direct deposit along with a "VOID"ed check.

**Client Name:** \_\_\_\_\_

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

**Employee SSN:** \_\_\_\_\_

**Routing Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Amount to Deposit:** \_\_\_\_\_ % or \$ \_\_\_\_\_

**Checking:** \_\_\_\_\_ or **Savings:** \_\_\_\_\_

\*I grant my employer the right to correct any electronic funds transfer resulting from an overpayment by debilling my account to the extent of such overpayment or any incorrect payment.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**You must verify that your check has been Direct Deposited into your Account BEFORE writing checks.**

**A Voided Check must be Attached in Order to Setup Direct Deposit**

# VOIDED CHECK