

# MMS Direct Deposit Authorization

White Form  
Updated 4/2010

Organization: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Add employee Remove employee Change existing D.D. employee

Employee Full Name: \_\_\_\_\_

Frequency of pay: Weekly Bi-weekly Semi-monthly Monthly

## Special notes/explanations and/or instructions:

After MMS receives all of the required information, the banking system requires a minimum of 10 business days to pre-note/verify your information. The pre-note will be sent with the next scheduled payroll. After your bank has successfully verified the information, then your check will begin being direct deposited on the following payroll.

**Special Note:** If you are changing your direct deposit from one bank to another, you will receive a regular, non-direct deposit check during the pre-note time period. You will need to take that check to the bank and deposit it in order to receive credit in your account.

In the space below, please staple a voided check from the account to which you would like your payroll checks to be deposited. It must be a voided check, not a deposit slip.

*It is understood and agreed upon that it is the responsibility of the employee to ensure that funds are deposited into their account prior to writing checks against those funds. If for any reason your deposit is delayed, MMS is not responsible for returned check fees and/or other penalties resulting from the delay in deposited funds. Federal banking laws prohibit the writing of checks or commitment of funds prior to an actual deposit being made. You are required to check your bank balance prior to using funds from your account every pay period.*

Employee Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

