

LPM Virtual Services LLC

EMPLOYEE AUTOMATIC DEPOSIT AUTHORIZATION

Requestor Information:

CSP Name	CSP ID	Social Security #	Phone Number

TO SET UP A NEW OR CHANGE AN EXISTING BANKING ACCOUNT:

AUTOMATIC EMPLOYEE DIRECT DEPOSIT AUTHORIZATION:

To start Automatic Direct Deposit for:

- Checking account: complete the information below
- Savings account: complete the information under NEW ACCOUNT INFORMATION, including routing number and account number

NOTE: A DEPOSIT SLIP CANNOT BE USED FOR DIRECT DEPOSIT SET UP

NEW ACCOUNT INFORMATION:

FOR US BANK ROUTING # or FOR CANADA TRANSIT AND INSTITUTION #	BANK NAME	TYPE OF ACCOUNT CHECKING OR SAVINGS	ACCOUNT #

I authorize LPM Virtual Services, LLC to initiate credit entries to my account indicated above and the Depository Financial Institution named above to credit the same such account. I understand that I may stop or change this direct deposit at any time after the Accounts Payable department receives another Employee Automatic Deposit Authorization form from me.

*****Since banks post their direct deposits at different time, please verify that your funds are available before withdrawing or writing checks. LPM Virtual Services, LLC will not be responsible for fees charged due to overdrawn accounts*****

Signature Required

Date

TO STOP DIRECT DEPOSIT:

I authorize LPM Virtual Services, LLC to stop the automatic deposits to my account indicated above. I understand that when Accounts Payable has processed this request, I will begin receiving AP checks for by mail for a service fee of \$10.00 per pay period.

You must notify Accounts Payable at least one week in advance of a payment to stop a deposit.

Signature Required

Date