UniqueHR
HUMAN RESOURCES

Direct Deposit Election Form and Payroll Card Authorization Form

Phone: 361.852.6392 or 800.824.8367 Fax: 361.852.6586 or 866.606.7780

Name: _____ **SSN:** _____

Client Name: _____

☐ I understand that UniqueHR does not accept financial technology platforms for direct deposit of wages. Should the account information I entered be from a financial technology platform (Chime, Venmo, CashApp etc.), I understand that I will receive my wages via a Money Network payroll card. UniqueHR will issue the Money Network payroll card to me via U.S. Mail. I further understand that I can update my account information to an accepted bank or financial institution at any time should I no longer wish to receive payment on a Money Network payroll card.

Please check one of the following:

Direct Deposit

☐ I would like to receive my wages through Direct Deposit.

Account type: ☐ Checking/Pay Card **(Attach voided check)** ☐ Savings

Bank Name: _____

Routing Number: _____ Account Number: _____

Please attach a voided check to ensure account number accuracy
Employee must be account holder on accounts listed above

Payroll Debit Card

☐ I would like to receive my wages on a payroll debit card. Requested amount for this account:

A payroll debit card, instructions, and fee schedule will be sent to your home.
Payroll card companies have the right to conduct verification of your identify at any time, directly or through third parties.

I hereby authorize UniqueHR to initiate credit entries (deposits) and/or to initiate, if necessary, debit entries (withdrawals) and/or initiate adjustments for any credit entries and/or deposit errors to my account(s). **I understand that any new direct deposit or changes to my direct deposit will be processed approximately one week from UniqueHR's receipt of this form.** I am aware my final check may be processed as a hard copy check and not direct deposited.

I understand and hereby authorize that any future changes made to my direct deposit via the paper direct deposit form or via UniqueHR's online portal, are also subject to adjustments for any debit or credit entries and/ or deposit errors made to my account(s).

Signature: _____ **Dated :** _____