

# Direct Deposit Authorization Form

To assure prompt and accurate processing of your request, please return this form either to your employer, fax it to (951) 656-9276, email it to [payroll@pagroup.us](mailto:payroll@pagroup.us) or mail it to:  
PayPro Administrators  
6180 Quail Valley Court, Riverside, CA 92507

\_\_\_\_\_  
*Employer Name*

*Complete this Section for any/all Direct Deposit Requests.*

*Then Check box below & complete that section*

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

\_\_\_\_\_  
*SSN*

*To Enroll in Direct Deposit, check box, attach voided check, & complete: (deposit slips not acceptable)*

\_\_\_\_\_  
*Bank Name*

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

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

Authorization – I hereby authorize PayPro Administrators and my Bank, as indicated on the attached check, to initiate entries into my designated account.

If my Bank is ever notified by PayPro Administrators that funds, to which I am not entitled to, have been erroneously deposited into my account, I authorize my Bank to return such funds to PayPro Administrators.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*To Change Your Bank & Direct Deposit, check box & attach voided check. (deposit slips not acceptable)*  
*(complete the top section of this form)*

\_\_\_\_\_  
*Bank Name*

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

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

Authorization – I hereby authorize PayPro Administrators and my Bank, as indicated on the attached check, to initiate entries into my designated account.

If my Bank is ever notified by PayPro Administrators that funds to which I am not entitled to have been erroneously deposited into my account, I authorize my Bank to return funds to PayPro Administrators.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*To Cancel Direct Deposit, check box & complete below.*  
*(also complete the top section of this form)*

My signature below, indicates that I wish to cancel direct deposits. I understand that a 30 day notice is necessary, prior to the cancellation date.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



800-427-4549 . 951-656-9273 . Fax 951-656-9276  
6180 Quail Valley Court, Riverside, CA 92507  
www.pagroup.us . email [flex@pagroup.us](mailto:flex@pagroup.us)