

**PAYLOCITY CORP.  
BANK CHECK SERVICE AGREEMENT**

This agreement, dated as of \_\_\_\_\_, 20\_\_\_\_, is between

\_\_\_\_\_ (“Company”) and Paylocity Payroll, Ltd. (“Processor”). This agreement is for use of a bank check service where live payrolls checks will be written off A Paylocity account with the company, heinafter called COMPANY. Funding of these checks will be via an ACH transaction initiated by Paylocity where the COMPANY bank account will be debited. The following are the specific terms agreed to by Paylocity and the COMPANY:

1. The COMPANY understands that Paylocity will conduct a banking reference check to assess credit worthiness prior to beginning the bank check service.
2. The COMPANY’S checking account number\_\_\_\_\_ shall be debited for the aggregate net amount of payroll funds due one banking day before check date.
3. The COMPANY agrees to transmit payroll two days prior to check date. Paylocity reserves the right to require COMPANY to wire funds into Paylocity’s account if payroll is transmitted less than two days prior to check date.
4. The COMPANY agrees NOT to distribute checks to employees prior to check date.
5. COMPANY agrees that all manual checks are to be written by the COMPANY off a COMPANY bank account. Under no circumstances will Paylocity supply blank check stock to COMPANY.
6. COMPANY agrees to follow all Paylocity policies and procedures regarding voiding transactions in the payroll system. Paylocity MUST be contacted prior to initiating any voids in the payroll system Failure to do so will result in a delay in receiving funds back. COMPANY agrees to pay all fees associated with stop payments except in the case of A Paylocity processing error.
7. Uncashed checks will be returned to COMPANY less a stop payment fee for each check. These funds will be returned approximately six months after the issue date.
8. COMPANY agrees to be on tax filing service and have specified account debited for all Paylocity service fees. Funds for tax liability will be debited one day prior to check date while funds for Paylocity service fees will be collected on check date.
9. The PROCESSOR requires that the total amount of the electronic funds transfer be deposited by the COMPANY at least one (1) day prior to the pay date (check date) to insure that the funds are available to be deposited in the employee accounts.
10. In the event that these funds are not available on one (1) day prior to the pay date (check date), a \$100.00 fee will be charged to COMPANY by PROCESSOR and COMPANY will have until 5:00pm CST on the date of notification to wire transfer these funds to the PROCESSOR’S bank account.
11. Paylocity reserves the right to terminate this agreement immediately should the COMPANY fail to abide by any of the aforementioned terms of this agreement.

BANK CHECK AGREEMENT

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\_\_\_\_\_  
(Company Name)

**Paylocity Payroll, Ltd.**

BY: \_\_\_\_\_  
(Print Name)

BY: \_\_\_\_\_  
Steve Sarowitz  
TITLE: President

TITLE: \_\_\_\_\_  
(Officer of Company)

SIGNATURE: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Contact: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_