

QuickBooks Direct Deposit

Authorization for Direct Deposits—Employee Form

This authorizes Gretchen's House (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

SIGNATURE

PRINTED NAME

DATE

Account #1

Deposit (amount or %) _____
ACCOUNT TYPE (e.g. Checking or Savings) _____
EMPLOYEE BANK NAME _____
BRANCH _____
CITY, STATE _____
ACCOUNT NUMBER _____
BANK ROUTING NUMBER (ABA#) _____

Account #2

Deposit (amount or %) _____
ACCOUNT TYPE (e.g. Checking or Savings) _____
EMPLOYEE BANK NAME _____
BRANCH _____
CITY, STATE _____
ACCOUNT NUMBER _____
BANK ROUTING NUMBER (ABA#) _____

IMPORTANT NOTE TO EMPLOYER: Enter the employee's bank account and routing numbers into QuickBooks. To do this, click the Direct Deposit button on the Payroll and Compensation Info tab for each employee. This document must be signed by employees requesting automatic deposit of paychecks, and retained on file by the employer. Do not send this form to QuickBooks Direct Deposit.