# Employee Direct Deposit Enrollment Form

**To enroll in Direct Deposit, simply complete these 3 steps:**

## Steps:

1) Fill out and sign this form in its entirety.
2) Attach a copy of a voided check from your checking account.
3) Fax to our Payroll Department at 732-770-4015.

*If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

**Important! Please read and sign before completing and submitting.**

I hereby authorize S Cube Soft, Inc (hereinafter "Employer"), either directly or through its payroll service

Provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter

"Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Employer, either directly or through its payroll service provider, to my account. In the event that Employer deposits funds erroneously into my account, I authorize Employer, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until Employer and Bank have received written notice from me of its termination in such time and in such manner as to afford

Employer and Bank reasonable opportunity to act on it.

Employee Name: _____

Social Security #: __ __ __ - __ __ - __ __ __ __

Employee Signature: _____

Date: _____

**Account Information**

Bank Name _____

Routing/Transit #: __ __ __ __ __ __ __ __ __

Account Number: _____

Is this a Checking or Savings account? _____