


 Routing
Number


 Account
Number


 Check
Number

Stratus.hr will not set up or process employee Direct Deposits without complete information.

Your information should be taken from your check itself, not a deposit ticket, as they sometimes contain different information.

For a savings account please verify bank routing and account number.

It's very important that you enter the information 100% accurately, so please verify and re-verify its accuracy before submitting.
You do not need to fax a check.

By my digital signature, which I acknowledge is equal to my hand-written signature and represents my consent, I hereby authorize Stratus.hr to initiate credit entries into my account(s) in the bank(s) listed above, and to debit entries made in error. I authorize the bank(s) to accept and to credit or debit the amount of such entries to my account(s).

I have verified that the information I have entered above is 100% accurate and that I will be responsible for any errors in account or routing numbers provided. If the information entered proves to be incorrect, I acknowledge and accept that this may significantly delay direct deposit into my account(s).

I Agree I Wish to Waive Direct Deposit at this Time

Signature of Employee

Date

(MM/DD/YYYY)

NOTE: If you would like to add more than three deposit accounts, please include additional forms. Percentages should equal, and not exceed, 100%. The deposit option you add to the first section (first priority) will always take priority no matter the amount of your paycheck. If an additional account is neither a percentage nor an exact dollar amount, but rather an unknown remainder, please write "Remainder" in the amount box, and/or add detailed instructions in the "Additional Instruction" section. If you have any questions or would like to clarify your deposit options, please contact Stratus.hr's Payroll department at payroll@stratus.hr or 801.984.1328.