



**DIRECT DEPOSIT AUTHORIZATON**

ProSearch is pleased to offer you the convenience of direct deposit of your paycheck into a checking or statement savings account on payday. You may either email your completed form to [payroll@prosearchmaine.com](mailto:payroll@prosearchmaine.com) or fax to: 1-866-535-8176.

Please complete this form and **ATTACH A COPY OF A VOIDED CHECK**. Please use one form for each account you wish to deposit the funds to:

EMPLOYEE \_\_\_\_\_

BANK NAME \_\_\_\_\_

LOCATION \_\_\_\_\_

STATEMENT SAVINGS ACCOUNT

CHECKING ACCOUNT

ROUTING NUMBER \_\_\_\_\_  
(9DIGIT NUMBER IN FRONT OF YOUR CHECKING ACCOUNT NUMBER)

ACCOUNT NUMBER \_\_\_\_\_

**AMOUNT OF DEPOSIT(check one)**

FLAT AMOUNT \$ \_\_\_\_\_

NET (entire check after deductions)

Please read and sign below. ProSearch will not begin to send funds without a signature.

***It is my responsibility to verify deposits on a per pay period basis before writing checks against these funds. I understand that ProSearch is not responsible for bank errors or bank fees.***

*I further authorize adjusting entries to be made as they are required.*

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_