



Direct Deposit Authorization – To be completed by the employee

This form authorizes Fourth HR ("Fourth") to deduct the net amount of your pay and deposit the funds into the bank that you indicate below. **All requests must include a copy of a voided check or a document from your bank or financial institution that verifies account and routing numbers.** Failure to provide these documents will result in non-processing. All checks issued in your name will be allocated according to the information provided below unless otherwise notified.

Client Company		BSBC Management Services, LLC		
Employee Name				
Last Four of Social Security Number				
Restaurant Location				
Deposit Account # 1				
Type of Request Account Type	New	Change existing	Cancel Existing	
		Checking	Savings	
Bank or Financial Institution Name				
ACH Routing Number				
ACH Account Number				
Amount or Percentage of Net Pay		%	OR	\$
Deposit Account # 2				
Type of Request Account Type	New	Change existing	Cancel Existing	
		Checking	Savings	
Bank or Financial Institution Name				
ACH Routing Number				
ACH Account Number				
Amount or Percentage of Net Pay		%	OR	\$

By signing below I am authorizing Fourth to deposit my pay into the bank accounts listed above. I understand that it is my responsibility to notify Fourth or my Worksite Employer of any changes to my bank accounts at least 5 days before my next pay date. I also agree that should the wrong amount be deposited into my bank account at any time for any reason, Fourth has the right to debit the above bank accounts for the erroneous amount. If this amount is not in my bank account at the time of this debit, I agree to pay the erroneous amount to Fourth.

Employee Signature

Date

*****The instructions below must be completed to process your direct deposit*****

1. Obtain documentation from your financial institution, including mobile pay apps like Venmo and Cash App, that verifies the account and routing number for the account you are requesting to be set up. A copy of a blank voided check is acceptable.
2. Complete this form.
3. Submit both documents outlined above using the submission QR link to the right.

If required documentation is not provided your request will not be processed.

Submission Link



Venmo App Sign Up



Cash App Sign Up

