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Your Payroll Experts

INTERNATIONAL ACH TRANSACTIONS **EMPLOYEE DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

See Reverse Side for Instructions to Complete this Form

Check one: ___ New Payroll Deposit ___ Change Deposit Information; ___ Revoke Authorization

EMPLOYER / COMPANY NAME _____ COMPANY # _____

Receiver Name _____

Receiver Street Address _____

Receiver City & State/Province _____

Receiver Country _____ Postal Code _____

I hereby authorize my employer, named above (the "COMPANY"), to initiate credit entries to my account indicated below, and the depository named below, hereinafter called DEPOSITORY, to credit the same to such account. I authorize COMPANY to debit such account in the event of a credit that should not have been made for an amount not to exceed the original amount of the erroneous credit.

1. Destination Country _____

2. Bank / Depository Name _____

3. Bank / Depository ID Number _____

4. Bank / Depository ID Number is: (circle one): (1) U.S. Routing No.
(2) BIC (Bank Identification Code) (3) IBAN (International Bank Account Number)

- **ATTACH COPY OF VOIDED CHECK OR DOCUMENT SHOWING ACCOUNT NUMBER**

Receiver Account Number _____

Checking Account or Savings Account

I wish to deposit my **Entire Net Pay** (balance of net pay after deductions)

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

EMPLOYEE NAME _____ (Please Print) SSN _____

EMPLOYEE SIGNATURE _____ DATE _____

A COPY OF THIS AGREEMENT MUST BE GIVEN TO THE EMPLOYEE

NOTE: ALL WRITTEN DEBIT AND CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE EMPLOYEE MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION. THE COMPANY SHALL RETAIN THIS AUTHORIZATION OR A COPY THEREOF FOR A PERIOD OF TWO (2) YEARS AFTER TERMINATION OR REVOCATION OF SUCH AUTHORIZATION.

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INTERNATIONAL ACH TRANSACTIONS

Instructions To Complete The International ACH Transactions - Employee Direct Deposit Agreement

The Receiver Name and Address would normally be that of the employee and the employee's foreign address. If the employee lives in the United States and the foreign address is not known, use the address in the United States.

Funds may be deposited to a domestic banking institution initially and then moved to an account internationally. For this scenario enter the banking information as follows:

1. Enter the name of the final destination country
2. Bank / Depository Name - enter the name of the domestic banking institution where the Receiver maintains his or her account.
3. Bank / Depository ID Number – enter the U.S. Routing number of the financial institution where the Receiver maintains his or her account.
4. Circle (1) U.S. Routing No.

Receiver Account Number – enter the domestic bank account number

Funds may be directly sent to the foreign financial institution to which the receiver maintains their bank account. For this scenario enter the banking information as follows:

1. Enter the name of the final destination country
2. Bank / Depository Name – enter the name of the foreign financial institution at which the Receiver maintains his or her account.
3. Bank / Depository ID Number – enter the bank identification number of the foreign financial institution at which the Receiver maintains his or her account, as provided by the foreign financial institution.
4. This code identifies the numbering scheme used for the Bank / Depository ID Number entered in Item 3. above, as provided by the foreign financial institution.
 - (2) BIC (Bank Identification Code) is a standard format approved by the International Organization for Standardization (ISO). It is the unique identification code of a particular bank, used when transferring money between banks.
 - (3) IBAN (International Bank Account Number) is an international standard for identifying bank accounts across national borders. The IBAN carries all the routing information needed to get a payment from one bank to another in countries that have adopted it.

Receiver Account Number – enter the bank account number, as provided by the foreign financial institution