Client ID _____

Employee ID _____

ELECTRONIC WAGE DISBURSEMENT AUTHORIZATION

(Complete this to set up or change Direct Deposit, Electronic Pay Stubs or to set up a Payroll Debit Card account)

Direct Deposit: Checking or Savings Account Information

Please attach a voided check and/or a letter from your financial institution which includes the ACH Routing Number ***(ACH Routing numbers cannot start with a 5)*** and your Bank Account Number for each account to be set up

Please allow 10 business days for processing.

I authorize Oasis Outsourcing to electronically deposit to the accounts below:

Account 1 ☐ **Checking** ☐ **Savings**

Bank Name _____

☐ **Add** ☐ **Change** ☐ **Delete**

ACH Routing Number | | | | | | | | | |

Bank Account Number | | | | | | | | | | | | | | | |

Amount or Percentage of pay to be deposited to this account $ or %

Account 2 ☐ **Checking** ☐ **Savings**

Bank Name _____

☐ **Add** ☐ **Change** ☐ **Delete**

ACH Routing Number | | | | | | | | | |

Bank Account Number | | | | | | | | | | | | | | | |

Amount or Percentage of pay to be deposited to this account $ or %

- If I change banks or bank accounts, I am responsible for notifying the Payroll Department of the change immediately. I understand that any changes including stopping my direct deposit must be submitted by me in writing at least 1 week prior to my next scheduled paycheck date. **I acknowledge that changes to these accounts may require me to receive a live check for up to 2 pay periods.**
- I agree that in the event that Oasis erroneously deposits money into my account, I authorize Oasis to debit my account for an amount not to exceed the original amount of the erroneous deposit. Should the funds no longer be in my account and these funds were not rightfully mine, I agree to return the amount of the erroneous deposit in full upon demand.

Electronic Pay Stub

If electronic pay stubs are offered by your Employer and you enroll in Direct Deposit, you have an option to elect paperless pay stubs, or to receive paper pay stubs. If you have questions about this option please contact your Oasis Payroll Team.

☐ **Enroll me for Electronic Pay Stubs** ☐ **I wish to receive Paper Pay Stubs**

Payroll Debit Card Enrollment

If you elect this option you will be set up with a Payroll Debit card that you will receive in about 10 business days. You will receive instructions with the card on how to activate it. Once activated, your pay check will be deposited to this card in the increments that you choose below.

☐ **Sign me up for a Payroll Debit Card**

Amount or Percentage of pay to be deposited to this card $ or %

By signing this form I agree to all the conditions and fees imposed by the bank for all actions and exceptions noted above.

Employee's Signature **Date**

Print Name **Social Security #**