



# Simple Accounting

## CLIENT AUTHORIZATION FOR SIMPLE ACCOUNTING TO DRAW FUNDS

Print name of Officer/Owner/ as shown on bank records: \_\_\_\_\_

Officer DOB: \_\_\_\_\_ Officer SSN: \_\_\_\_\_

Officer Address: \_\_\_\_\_

Officer Email: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

**ACKNOWLEDGMENT:** As a convenience to me, I hereby request and authorize SIMPLE ACCOUNTING to debit my account at my financial institution indicated by my voided check below. In the event that SIMPLE ACCOUNTING authorized withdrawal from said account is returned due to insufficient funds or for any other reason, Client agrees to reimburse INTUIT and or SIMPLE ACCOUNTING for all charges losses or expenses incurred by SIMPLE ACCOUNTING including attorney's fees plus minimum \$100 returned item fee charged by INTUIT. In addition, signer personally guarantees as authorized officer/agent/owner full reimbursement for all returned items. I agree to hold SIMPLE ACCOUNTING harmless from loss and agree to indemnify them. This authorization includes debits (and or corrections to previous debits) originated by check or Electronic Fund Transfer. I agree that transactions performed by SIMPLE ACCOUNTING in respect to each said debit shall be the same as if it were a check drawn on my account and signed personally by me. This shall be under no obligations to furnish me with any special advice or notice in writing or otherwise of such payment or charge to my account. I further understand that when using Electronic Fund Transfer for Direct Deposit of paychecks and /or payroll taxes in compliance with ACH regulations **the availability of funds is only guaranteed when initiated TWO banking days in advance of the effective date.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**For direct deposit option we need and Employee Direct Deposit Authorization form from every employee. Simple Accounting will set up the direct deposit option, then Intuit will deposit an amount under \$1 to your account. Please let us know what that amount is and we can activate the direct deposit for your account.**

**Direct Deposit payroll needs to be submitted at least 3 business days before the paycheck date so that Intuit can transfer the funds on time. (For example if your pay period ends on the 15th of the month and the end of the month then the payroll date will be on the 5<sup>th</sup> and 20<sup>th</sup> of the month for semi-monthly payroll, or if you are every 2 weeks then your pay period will end on Saturday and payroll will be the following Friday.)**