

Convergence Employee Leasing, Inc
9393 Mill Springs Drive
Jacksonville, FL 32257
904-731-9014

Employee Direct Deposit Agreement

Employees of Convergence Employee Leasing, Inc and it's Clients may have their payroll checks automatically deposited into their checking or savings account on their scheduled payday.

Direct Deposit is safe, convenient and easy.

Here's how it works: The first and second payday after setup, you will receive an actual check and your account will be verified through the Direct Deposit System. After your account is verified, your next check will be sent via direct deposit. You will receive a check stub showing your gross pay, taxes, other deductions, net pay and direct deposit along with a "VOID"ed check.

Client Company Name: _____

Employee Name: _____

Employee SSN: _____

Routing Number: _____

Account Number: _____

Amount to Deposit: _____ % or \$ _____

Checking: _____ **or Savings:** _____

*I grant my employer the right to correct any electronic funds transfer resulting from an overpayment by debilling my account to the extent of such overpayment or any incorrect payment.

Employee Signature: _____ **Date:** _____

You must verify that your check has been Direct Deposited into your Account BEFORE writing checks.

**A Voided Check OR Direct Deposit Form from your bank
must be attached in order to set up Direct Deposit**

ATTACH VOIDED CHECK OR DIRECT DEPOSIT FORM HERE

(Direct Deposit Forms may be obtained from your bank or accessed from your bank's online banking website)