

Authorization for Direct Deposit

Please [log onto the ESS Portal](#) through the ESI website to update your direct deposit information.

You can also send a copy of a voided check or an official direct deposit form from your bank so an ESI Team Member can update the information for you. If you are adding multiple accounts, please include this form.

*** Please note that we do not accept deposit slips or deposit tickets.**

** New Direct Deposit accounts may take up to two payroll cycles to become active.

Add Account #1

A. Bank Name:.....

B. Checking Savings

C. Percent:.....% Fixed amount: \$.....

Add Account #2

A. Bank Name:.....

B. Checking Savings

C. Percent:.....% Fixed amount: \$.....

I elect NOT to enroll in Direct Deposit.

Signature: Date:

I authorize Educational Services, Inc. ("ESI") and the bank(s) listed above to deposit my net pay or portion thereof as indicated into my account each payday. If funds to which I am not entitled are deposited into my account, I authorize ESI to direct the bank to return said funds to ESI. I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher. I understand that new direct deposit accounts may take up to two payroll cycles to become active. This authorization will be in effect until ESI receives a writ ten termination notice from myself and has a reasonable opportunity to act on it.

