



**AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSITS**

EMPLOYEE NAME: \_\_\_\_\_

PROGRAM/WORKSITE: \_\_\_\_\_

**AUTHORIZATION FOR ELECTRONIC PAYROLL SUMMARY INFORMATION AND WAIVER OF RIGHT TO PRINTED PAY STUBS.**

By signing this authorization, I agree and acknowledge that Janus Youth Programs will pay me via direct deposit. I have provided the necessary banking information to Janus Youth Programs and understand that it is my responsibility to notify my employer of any changes to my banking information. As part of this authorization, I acknowledge I will not receive a paper pay stub detailing my compensation, hours, and deductions. Instead, I have been provided with a Paycom username and password to access the agency's payroll system and my employee dashboard. My dashboard allows me to manage my electronic timekeeping; to view, download, and save my current and prior itemized pay stubs; to change my personal contact information; and to perform other tasks associated with my status as an employee of Janus Youth Programs. Paycom will also prompt me to choose how I prefer to receive copies of my year-end tax forms.

This authorization absolves Janus Youth Programs from any responsibility for **not** providing me with paper pay stub information.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**DEPOSITORY INFORMATION (CAN ALSO BE ENTERED/UPDATED BY EMPLOYEE IN THEIR PAYCOM DASHBOARD):**

NAME OF FINANCIAL INSTITUTION: \_\_\_\_\_

ROUTING #: \_\_\_\_\_ / \_\_\_\_\_

ACCOUNT #: \_\_\_\_\_ / \_\_\_\_\_

(Additional account info can be added after the slash if more than one account is being listed)

SELECT WHERE ACCOUNT FUNDS WILL BE DEPOSITIED (YOU CAN CHOOSE BY AMOUNT OR PERCENTAGE):

CHECKING \$ \_\_\_\_\_

SAVINGS \$ \_\_\_\_\_

CHECKING % \_\_\_\_\_

SAVINGS % \_\_\_\_\_

This authorization is to remain in full force and effect until Janus Youth programs, Inc. has received written notification from me of its termination in such time and manner as to afford Janus Youth Programs, Inc. reasonable opportunity to act on upon it.