Abilities *in Motion*

Helping individuals with disabilities live independent, self-determined lives

It is your responsibility to confirm the correct and full Routing Number and Account Number are accurately listed below. The information will be added to the payment platform as listed below. You may also attach confirmation of account information; this is helpful but not required.

Abilities in Motion uses the Paychex platform to issue payment to employees. This platform will also allow you to view paystubs, end of year taxes, and update your information. Upon hire, you will receive an email invitation to create your account.

*If you would like to change account information in the future, you can do so in your Paychex account. If you need assistance with this process, you can contact Shelly Grieves, FMS Payroll Administrator.

Authorization agreement for automatic deposits (ACH credits)

I hereby authorize AWC/BCCIL Payroll Services to initiate automatic deposits to my account at the financial institution named below. I also authorize AWC/BCCIL Payroll Services to make withdrawals from this account if a credit entry is made in error.

Further, I agree not to hold AWC/BCCIL Payroll Services responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until AWC/BCCIL Payroll Services receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account Information

Select one: ☐ Checking ☐ Savings

Name of Financial Institution: _____

ACH Routing Number:_____ Account Number:_____

First Name | Middle Initial | Last Name

Address

City | State | Zip Code | Daytime phone number

Authorized Signature(s)

Signature (required) | Date

Joint Signature (if applicable) | Date

IMPROPERLY COMPLETED FORMS WILL BE RETURNED TO YOUAND WILL DELAY YOUR EMPLOYMENT PROCESSING