Ocala Coffee LLC/ Universal Partners LLC

AMERICA RUNS ON DUNKIN'

STORE PC #_____

DIRECT DEPOSIT AUTHORIZATION

I, _____, authorize Ocala Coffee LLC to electronically Deposit to the Accounts below:

Bank Name _____

☐ Add ☐ Change ☐ Delete

Bank Account Number

ACH Routing Number

Amount _____ or % _____ to be deposited:

Account Type ☐ Checking ☐ Savings

Bank Name _____

☐ Add ☐ Change ☐ Delete

Bank Account Number

ACH Routing Number

Amount _____ or % _____ to be deposited:

Account Type ☐ Checking ☐ Savings

For Direct Deposit please attach a voided check, and/or a letter from your financial institution which includes the ACH routing number and your account number for all accounts to be set up. Please allow 10 business days for processing.

Ocala Coffee Offers paperless Pay Stub Option.

☐ **ENROLL me for paperless pay stubs** ☐ **I opt-out and wish to receive a paper pay stub**

NOTE: By signing this form you agree to all the conditions and fees imposed by the bank for all above actions.

Deposits can only be made to checking or savings accounts.

If I change banks pr bank accounts , I am fully responsible for immediately notifying the Store Manager of the change. I hereby authorize and agree that in the event that Ocala Coffee LLC/ Universal Partners LLC deposits funds erroneously into my account, I authorize Ocala Coffee LLC/ Universal Partners LLC to debit my account for an amount not to exceed the original amount of the erroneous credit, should funds no longer be available and were not rightfully mine I agree to return the amount of the erroneous deposit in full upon demand.

I understand that any changes including stopping my direct deposit must be submitted by me in writing at least 72 hours prior to my next check date. Changes may require me to receive a live check for up to 2 pay periods.

Employee's Signature _____ Date _____

Social Security Number_____