

Leonard Consulting LLC

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Leonard Consulting is pleased to offer you the convenience of Direct Deposit for your payroll expenses. You can have your paycheck automatically deposited for you in your checking or savings account, and you don't have to change your present banking relationship to take advantage of this service.

Follow these easy steps:

1. Mark the box identifying into which account you would like your check deposited.
2. Fill in the information requested and sign the form.
3. Attach a voided check for verification of routing and tracking numbers. Please write the word "VOID" on your check.

Employee Authorization – Please fill out and return to Leonard Consulting LLC

I authorize Leonard Consulting LLC and the financial institution listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my:

Checking Account

Savings Account

This authority will remain in effect until I have cancelled it in writing. Date: _____

Financial Institution

Name (Please Print)

Branch

Social Security Number

City

State

Signature

PLEASE ATTACH A VOIDED CHECK OR LETTER FROM YOUR BANK FOR PROCESSING

OR WRITE YOUR ROUTING AND ACCOUNT NUMBERS.

Routing Number: _____

Account Number: _____