

# UBU Tax Professionals Elite

## Direct Deposit Agreement Form

### Authorization Agreement

I hereby authorize **Universal Business Unlimited, Inc. d/b/a UBU Tax Professionals Elite** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Universal Business Unlimited, Inc. d/b/a UBU Tax Professionals Elite** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Universal Business Unlimited, Inc. d/b/a UBU Tax Professionals Elite** 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 **Universal Business Unlimited, Inc. d/b/a UBU Tax Professionals Elite** 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

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking

Savings

### Signature

Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Joint): \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a voided check or deposit slip and return this form to UBU Tax Professionals Elite.**

**You may scan and email to [hring@ubutaxpros.com](mailto:hring@ubutaxpros.com), fax to 770-473-9895 (GA), 954-443-5058 (FL) or E-Fax to 803-693-0303. If you do not have access to a scanner or fax, please be sure to send us the correct routing and account information. If we do not have the correct account information, this may result in your pay being late.**