

media services

FREELANCER ACH DEPOSIT AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DEPOSIT PROGRAM

New Agreement

Change Account

Cancel Agreement

The undersigned hereby authorizes the payroll companies managed by Media Services to make automatic payroll deposits to the undersigned's bank account(s) as designated below.

The undersigned acknowledges and agrees that such automatic payroll deposits may be made only if their designated financial institution is a Participating Depository Financial Institution in the Automated Clearing House system.

The ACH payments can only be made on your behalf once your production company employer has funded the payroll so that the payroll company can proceed with finalization. Once the payroll company finalizes the payroll, the ACH deposit will transfer to your account **2 business days after the finalization date**.

The undersigned agrees that if he or she closes the below-named bank account, or elects to terminate their participation in the Automatic Payroll Deposit Program, the undersigned shall immediately notify the payroll company by completing and delivering a new ACH Deposit Authorization Agreement. If the undersigned fails to notify the payroll company of a closed bank account or their termination in the Automatic Payroll Deposit Program, payroll company shall not be liable for deposits directed to the bank account(s) designated below.

Please note that if you work for a production company employer that participates in the Direct Deposit Program, you must switch to Direct Deposit for that production. A Direct Deposit election supersedes ACH.

Please note: By default, your payslip will no longer be printed and mailed, but will be available to you online. **If you require that we continue to print your payslip, please check this box:**

Employee Name (print): _____ Last 4 of SSN: _____
Employee Email: _____
Employee Phone: _____

Employee Signature: _____ Date: _____

Select One: Checking Account Savings Account Percentage: ____% Amount\$ _____

Financial Institution: _____

Account Name: _____ Account No. _____

Routing No: _____

(See check example next page. Do not use a deposit slip.)

Select One: Checking Account Savings Account Percentage: ____% Amount:\$ _____

Financial Institution: _____

Account Name: _____ Account No. _____

Routing No. _____

Email completed forms to: rhonda@media-services.com L.A. Commercials

jessicat@media-services.com L.A. Feature/TV/Web

doris@media-services.com New York All