

**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.

**Select One:**  Checking Account     Savings Account     Percentage: \_\_\_\_\_%     Amount \$ \_\_\_\_\_

Financial Institution: \_\_\_\_\_ Branch: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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: \_\_\_\_\_ Branch: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Account Name: \_\_\_\_\_ Account No. \_\_\_\_\_

Routing No. \_\_\_\_\_

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

If you wish to access your pay slips online rather than receiving a printed copy, please check here and enter your **email address here:** \_\_\_\_\_

Employee Name (print): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Employee Phone No. \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# media services

Please attach a **void check** for checking accounts and/or a **bank form** for savings accounts.

Jane A. Doe  
1000 Main St.  
Anywhere, USA 10001

Date \_\_\_\_\_

3680

PAY TO THE  
ORDER OF \_\_\_\_\_ \$

\_\_\_\_\_ DOLLARS

MEMO \_\_\_\_\_ X \_\_\_\_\_

⑆ 123456789 ⑆ 11484620040 ⑆ 3680

| Routing No. | | Account No. |

## Email completed forms to:

[rhonda@media-services.com](mailto:rhonda@media-services.com)

Los Angeles Commercials

[frankc@media-services.com](mailto:frankc@media-services.com)

Los Angeles Feature / TV / Web

[doris@media-services.com](mailto:doris@media-services.com)

New York All Pay Types