

Small Business Alternatives, Inc.
1909 West 8th Street
Erie, PA 16505
Phone (814) 459-9055 / Fax (814) 454-5701

Re: ACH Direct Payroll Deposit

To whom it may concern,

As part of our payroll service, Small Business Alternatives Inc. can now offer direct deposit of your paychecks into savings or checking account.

You will still receive a check stub each pay period, but your paycheck will automatically be electronically deposited into your account.

In order for us to provide this service, we will need a copy of a voided check for the account you would like us to use.

In addition, you must sign below authorizing us to direct deposit your check.

If you have any questions, please contact us at (814) 459-9055.

Sincerely,
Lisa R. Maas
Accountant

Employee Name (print)

Employee Name (Signature)

Employer: _____

Bank Account # _____

Bank Routing # _____

Checking Savings Visa/MC

Voided Check