

**Small Business Alternatives, Inc.**  
**2141 West 8th Street Erie, PA 16505**  
**Phone (814) 459-9055 / Fax (814) 454-5701**  
[info@sbaerie.com](mailto:info@sbaerie.com)

As part of our payroll service, Small Business Alternatives Inc. can offer direct deposit of your paycheck into any savings or checking account (limit 3). Your paycheck will automatically be deposited into your account(s) on your pay date.

SBA also offers online pay stubs, W2s, and historical pay information with access to our payroll portal. Employees will need to provide a current email address to activate this tool. Once entered, you will receive an email with a link to set up access online. Confirmation will need to be made within 24 hours of a received email. If this window is missed, please reach out to us and we can send a new link.

To initiate the direct deposit service, we will need a copy of a voided check for the account(s) you would like us to use. In addition, you must sign below authorizing us to directly deposit your check.

If you have any questions, please contact us at (814) 459-9055 or email [info@sbaerie.com](mailto:info@sbaerie.com)

Employer: \_\_\_\_\_

Employee Name (print) \_\_\_\_\_

Employee Name (Signature) \_\_\_\_\_

Employee Email: \_\_\_\_\_

1. Bank Account # \_\_\_\_\_ Bank Routing # \_\_\_\_\_
  - a. Bank Name: \_\_\_\_\_
  - b. Checking \_\_\_\_\_ Savings \_\_\_\_\_ % or \$ AMT \_\_\_\_\_
  
2. Bank Account # \_\_\_\_\_ Bank Routing # \_\_\_\_\_
  - a. Bank Name: \_\_\_\_\_
  - b. Checking \_\_\_\_\_ Savings \_\_\_\_\_ % or \$ AMT \_\_\_\_\_
  
3. Bank Account # \_\_\_\_\_ Bank Routing # \_\_\_\_\_
  - a. Bank Name: \_\_\_\_\_
  - b. Checking \_\_\_\_\_ Savings \_\_\_\_\_ % or \$ AMT \_\_\_\_\_

**Voided Check**

\*\* If a voided check is not provided, please make sure that account numbers are LEGIBLE\*\*