

## Direct Deposit is Available

All or any part of an employee's check may be deposited into one or more accounts at any bank or financial institution accepting Automated Clearing House transactions.

Three banking days (after your payroll is run) will be required to clear funds, and the deposit to the employee's account will be made on the fourth banking day. For example, if you call in your payroll Monday morning before 11:00am, your employees will have their checks available that Friday.

The cost for this service is \$13.25 per payroll run plus \$0.35 per ACH transaction. These fees will be debited directly from your account when the direct deposit amount is debited.

Please refer to our website for banking holidays. We are unable to move funds on holidays where banks are closed. Please make arrangements to make sure payroll is on time.

If you have any questions, or would like to begin automatic deposits, please call us at (408) 245-4787. We will be happy to supply you additional information and authorization forms.

## X-Act Computer Service Inc.