

QuickBooks Direct Deposit Welcome Packet

It is important that you sign up for Direct Deposit from within QuickBooks or on the phone with a representative before completing the steps below.

Please complete the following steps:

1. Review and complete the Payroll Services Agreement in this packet. A signature of the principal or duly authorized officer is required.
2. Fax your signed Payroll Services Agreement to us at **520.901.6147** using this page as a cover sheet. Or mail it to us at Intuit Inc., Attn: DIY Enrollment Processing, P.O. Box 28867, Tucson, AZ 85726-8867.

What's Next?

3. Enter the bank account and routing numbers into QuickBooks for each of your employees who will be using Direct Deposit. The bank account and routing numbers are automatically sent to Intuit with each direct deposit.

(To enter your employees' bank account information in QuickBooks, click the Direct Deposit button on the Payroll Info tab for each employee you would like to set up.)

4. Create your payroll in QuickBooks and send your direct deposits to Intuit using the personal identification numbers (PINs) you will receive in the mail.

Fax To: **ENROLLMENT PROCESSING**

From: Name Phone

Fax Number **520.901.6147**

Number of pages: **2**

QuickBooks® Direct Deposit

Payroll Services Agreement

Intuit has, with the cooperation of Computing Resources, Inc., arranged for you to make paycheck direct deposits and/or payroll tax payments, including related tax filings and preparation of W-2s. You may apply for QuickBooks Direct Deposit service, QuickBooks Assisted Payroll service, or both services. In this Agreement, "Service" means whichever service(s) you use. Only the parts of this Agreement relating to your Service apply to you. "Intuit", "we" or "us" means Intuit and its affiliates. This agreement is in addition to your QuickBooks software license and any other agreements for QuickBooks services.

The sign-up fee is due when you first contact us to arrange for the Service, and we may charge your bank account or credit card at that time. The Service will begin after we receive all the information we request and have processed it. Our processing may include reviewing credit reports on your business and its principals. The information you provide must be accurate and complete. Otherwise the tax calculations may be wrong, your taxes and direct deposits may not be paid, and we cannot perform the Service correctly. Intuit will not be liable for any penalty, interest or other liability that results from inaccurate or incomplete information you supply.

You may use the Service only for paycheck direct deposits and/or state and federal payroll tax payments ("Payments") and related tax filings and W-2s. The Service does not include obtaining your access to the Internet for connecting to the Service, nor does it include furnishing advice of deductions or direct deposit to employees. The Service does not include handling items such as wage garnishments, local taxes or taxes not deducted as part of payroll, and is not available to employers with employees in certain states. Optional special processing requests ("Special Processing") may be available as part of the Service for an additional charge. The Service operates only with a compatible version of QuickBooks, so from time to time you may need to install updates or upgrades (or allow Intuit to install them electronically) to continue using the Service. Some updates or upgrades may be provided free or at reduced cost. All users in a multi-user environment must be using licensed copies of the same version of the software.

Using QuickBooks, you initiate electronic withdrawals from your bank account to fund the Payments, although under certain circumstances Intuit may use wire drawdown requests or other funding methods ("Debits"). Debits will also be initiated to pay fees for the Service, for Special Processing, and for adjustments to these various amounts. Debits and Payments are generally called "Transactions" in this Agreement. You authorize Intuit to initiate a Debit to your bank account to collect payroll funds and/or pay the Intuit payroll fees. You further authorize Intuit to reinitiate, or initiate a new Debit to your bank account if any Debit is returned for insufficient funds or uncollected funds.

You send us Transactions over the Internet in an online session. At the end of your session we will confirm that we have received your Transactions, unless there are problems about which you need to contact us. Your Transactions **will not** be processed if you do not receive our confirmation before the session is over. A confirmation does not mean that your Transactions are error-free, and if we later detect errors we may be unable to complete your Transactions. However, we will make reasonable efforts to tell you if we cannot complete your Transactions for this or any other reason. Sessions taking place after certain processing deadlines may be considered to occur on the next business day.

You must send us your Transactions at least two banking days before the date of the payroll. Otherwise, there may be additional charges or your payroll may not be processed. Debits will be charged to Your Account one banking day before the pay date of the employee paychecks to which they relate. After that no interest or earnings will accrue to you. Intuit will hold the money until the Payments are made.

Once your online session is over you cannot change your Transactions. Most Transactions will go through the Automated Clearing House (the "ACH"), and you agree that your Transactions will be governed by the ACH rules. You can learn more about the ACH at www.nacha.org. You warrant to Intuit everything that Intuit must warrant as an ACH Originator, and you accept any liability you or Intuit may incur which is caused by your Transactions. If Intuit tells you that an account number or other information concerning your Transactions has changed, you must use this corrected information in the future to initiate Transactions.

You authorize Intuit to send Transactions, electronically or by any other commercially accepted method, to the appropriate financial institution or taxing authority. You also authorize

and direct the institution which holds your demand deposit account identified when you sign up, or any other account you identify when using the Service in the future ("Your Account"), to charge each Debit to Your Account and pay that amount to Intuit.

You ask Intuit to issue a PIN, password or other security device or information used to initiate Transactions (the "Security Device"). You agree to safeguard the Security Device, and you authorize and direct Intuit and financial institutions to carry out Transactions initiated with the Security Device, no matter who initiated them. We may establish certain security limits on Transactions we will process, such as a maximum number or dollar amount of Transactions. We may change these limits from time to time and may choose not to disclose them.

If a Debit is returned unpaid for any reason, you agree to pay the amount of the Debit immediately upon demand by Intuit, plus interest at the lesser of 18% annually or the maximum rate allowed by law, plus attorney's fees and other costs of collecting the Debit amount as allowed by law. In addition, Intuit may cease processing any further Payments, including tax payments for which we have not received good funds. If we are holding money other than for tax payments, we may apply it to any amount that you owe us. Intuit may also make appropriate reports to credit reporting agencies, financial institutions, tax agencies and law enforcement authorities, and cooperate with them in any resulting investigation or prosecution.

Intuit will not be liable in any way if the Service cannot be performed completely or accurately because of anything not reasonably within our control, including problems with the Internet or inaccurate or incomplete information which you send us. If we make a mistake in performing the Service, our responsibility will be only to make the correct Payment or file the correct report and pay any tax interest or penalty caused by our mistake. In no event will we be liable for any indirect, special or consequential damages, even if we know that they are possible. If these remedies fail of their essential purpose, Intuit's maximum liability will equal the fees you have paid for the Service. If you require higher liability limitations, please contact Intuit to discuss other arrangements.

From time to time we may change these terms governing the Service, including any Special Processing options, the fees in effect for it, and processing requirements such as cutoff times. We will send you current terms, fees and other requirements on request. We will notify you of these changes as required by law. Using the Service after we send notice of changes will be considered your agreement to the changes. Use of the Services may affect some functionality of QuickBooks. Any sales, use or other taxes payable on the Service which we must pay will be collected in the same way your fees are paid. Intuit may also review your use of the Service, your credit status or other factors from time to time, and may terminate the Service after such a review.

For quality assurance, Intuit may monitor or record telephone calls you make to us in connection with the Service. You must keep any payroll, tax or other records you need for reference, even though we may have information about the Transactions in our files.

By signing below, you agree that the Service will operate as described in this Agreement. This Agreement will become effective when it is accepted in California by Intuit. It will be governed by California law applying to agreements made and performed entirely in California, excluding that body of law related to choice or conflict of law. It will stay in effect until we receive written notice from you that it has been terminated, and we have a reasonable opportunity to act on the notice, or until we terminate the Service by notifying you. If you terminate the Service, no fees you have already paid will be refunded.

Additional terms for Direct Deposit service

You represent and warrant to Intuit that (a) each person or entity to whom you send Payments has authorized the Payments and any necessary adjustments to be applied to his, her or its account, (b) at the time any Payment is made you have no actual knowledge that the authorization has been revoked or terminated, and (c) your Payments comply with the laws that apply to them. In case of any reversing entry for a paycheck direct deposit, you will tell the affected person before the entry is sent. You may subscribe to Direct Deposit service only if you are an active subscriber to Intuit Payroll Services (either Do-It-Yourself or Assisted).

All information below must be completed.

Authorized Signature Required. *The signature of a principal or duly authorized officer of the company is required.*

Agreement signed on _____ by _____, a _____, a
Date Print company name

Company Type: Sole Proprietorship Corporation Partnership LLC LLP

Company EIN

Company Phone Number

Required: Authorized Signature

If applicable: Second Signature

By: _____
Signature

By: _____
Signature

Name: _____
Print signer's name

Name: _____
Print signer's name

Title: _____
Print title

Title: _____
Print title

Authorization for Direct Deposits – Employee Form

This authorizes _____
(the “Company”) to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the “Account”). This authorizes the financial institution holding the Account to post all such entries.

NOTE: Enter your company name in the blank space above.

Account #1

Account #1 Type (e.g. Checking or Savings) _____

EMPLOYEE BANK NAME _____

BRANCH _____

CITY _____

STATE _____

BANK ROUTING # (ABA#) _____

ACCOUNT # _____

Account #2

Account #1 Type (e.g. Checking or Savings) _____

EMPLOYEE BANK NAME _____

BRANCH _____

CITY _____

STATE _____

BANK ROUTING # (ABA#) _____

ACCOUNT # _____

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

SIGNATURE _____

PRINTED NAME _____

EMPLOYEE ID # _____

DATE _____

This document must be signed by employees requesting automatic deposit of paychecks, and retained on file by the employer. Do not send this form to QuickBooks Direct Deposit.

IMPORTANT – Enter the employee’s bank account and routing numbers into QuickBooks. To do this, click the Direct Deposit button on the Payroll Info tab for each employee.

Important notice about submitting your payroll.

Federal Reserve Bank Holidays

Two banking days are required to complete the processing of direct deposits. Intuit Payroll Services does not process direct deposits on Federal Reserve Holidays or weekends. To ensure your direct deposits are processed on time, send your direct deposits no later than 5:00 p.m. Pacific Time, two banking days before your payday taking into account the holidays listed below.

2003 Bank Holidays

Holiday	Date	Day Observed
New Year's Day	January 1	Wednesday
Martin Luther King, Jr. Day	January 20	Monday
Presidents' Day	February 17	Monday
Memorial Day	May 26	Monday
Independence Day	July 4	Friday
Labor Day	September 1	Monday
Columbus Day	October 13	Monday
Veterans Day	November 11	Tuesday
Thanksgiving Day	November 27	Thursday
Christmas Day	December 25	Thursday

2004 Bank Holidays

Holiday	Date	Day Observed
New Year's Day	January 1	Thursday
Martin Luther King, Jr. Day	January 19	Monday
Presidents' Day	February 16	Monday
Memorial Day	May 31	Monday
Independence Day (Observed)	July 5	Monday
Labor Day	September 6	Monday
Columbus Day	October 11	Monday
Veterans Day	November 11	Thursday
Thanksgiving Day	November 25	Thursday
Christmas Day (Observed)	December 24	Friday