



Direct Deposit Authorization

RESTRICTED PAYROLL USE ONLY | Version 1.0 | July 2026

DIRECT DEPOSIT AUTHORIZATION

Restricted payroll record - do not upload to ordinary Manatal candidate attachments

Complete this form only through a secure payroll workflow. Do not email or text completed banking information. Mask account numbers in staff views and limit access to authorized payroll personnel.

Employee Information

Employee legal name: _____	Employee ID: _____
Phone: _____	Email: _____

Deposit Election

Select one: ☐ Deposit 100% of net pay to one account ☐ Split deposit as shown below

Account	Bank or credit union	Routing number	Account number	Type	Amount/Percent
1				☐ Checking ☐ Savings	
2 (optional)				☐ Checking ☐ Savings	

For security, re-enter the primary account number: _____

Attach one of the following when required: ☐ Voided check ☐ Bank letter ☐ Payroll provider verification

Authorization

I authorize Huff Consulting LLC and its payroll provider to deposit wages and other amounts owed to me into the account(s) identified above. This authorization remains in effect until Huff Consulting has received and had a reasonable time to process my written change or cancellation, or until my employment ends and all final payments have been processed.

If a deposit is made in error or duplicated, I authorize correction only as permitted by applicable law, payroll-network rules, and financial-institution procedures. Huff Consulting will not use this form as authorization for unrelated deductions from wages.

I certify that I am an owner or authorized signer on each account listed and that the information is accurate. I understand that inaccurate information may delay payment and that I must promptly report changes or a closed account.

Employee Signature: _____	Date: _____
Payroll Reviewer: _____	Date: _____

PAYROLL PROCESSING: Verify routing number format, confirm account number entry, restrict access, and record only a masked account reference outside the payroll system.



PAYROLL, TAX AND WORK-AUTHORIZATION CHECKLIST

Restricted status tracker - store official forms in the approved payroll/compliance system

This checklist tracks completion only. It is not a substitute for the official forms. Always use the current official edition at the time of hire and follow the form instructions. Do not upload Social Security numbers, full banking data, tax forms, or Form I-9 documents to ordinary Manatal candidate attachments.

Employee legal name: _____	Employee ID: _____
Hire date: _____	Assignment/client: _____

Required or Common Onboarding Items

Item	Status	Completed	Stored in / Reference
Federal Form W-4 - current official IRS edition	☐ Required ☐ N/A	_____	Payroll system / restricted file
North Carolina Form NC-4, NC-4 EZ, or NC-4 NRA as applicable	☐ Required ☐ N/A	_____	Payroll system / restricted file
Form I-9 - current USCIS edition	☐ Required ☐ N/A	_____	Restricted I-9 system/file
E-Verify case, if required for Huff Consulting	☐ Required ☐ N/A	_____	E-Verify / case reference
Direct-deposit authorization or alternate pay method	☐ Required ☐ N/A	_____	Payroll system / restricted file
Emergency contact	☐ Required ☐ N/A	_____	HR record
Background screening	☐ Required ☐ N/A	_____	Vendor status / restricted report
Drug-screen notice and result status	☐ Required ☐ N/A	_____	Restricted medical/testing record
Assignment and pay acknowledgment	☐ Required ☐ N/A	_____	Manatal / employee file
Policies and acknowledgments	☐ Required ☐ N/A	_____	Manatal / employee file

Official Form Sources

Federal Form W-4: Use the latest form published by the Internal Revenue Service at www.irs.gov/forms-pubs/about-form-w-4.

North Carolina withholding forms: Use the current NC-4, NC-4 EZ, or NC-4 NRA available from the North Carolina Department of Revenue withholding-forms page.

Form I-9: Use the current Form I-9 and instructions from USCIS I-9 Central. Confirm the edition and expiration date before use.

Payroll Review

Payroll/HR Reviewer: _____	Review Date: _____
----------------------------	--------------------

Notes or exceptions: _____