



EMPLOYER INFORMATION

Client Number:
Client Name:
Contact Name:
Phone Number:

BANK INFORMATION

Bank Name:
Routing Number:
Account Number:
Account Type: <input type="radio"/> Checking <input type="radio"/> Savings

ABOUT CHAX

CHAX is a convenient payment method that allows the Clients of Worksite, LLC to fax their check for payment. Upon receipt of the faxed check, Worksite can then enter the information into a CHAX database and create a check that will be deposited into our account. The key to CHAX is that it prints a check containing MICR characters exactly as they appear on the original check. CHAX offers a patented feature that ensures compliance within the American Bankers Association's strict standards.

CHAX may NOT be used to duplicate Certified Checks or Money Orders.

CHAX INSTRUCTIONS

1. Write your check made payable to Worksite Employee Leasing.
2. Make a copy of your check and fax it to 866.782.1406 or email to Accounting@WorksiteEmployee.com.
3. YOU retain your original check for your records. DO NOT send the original to Worksite.
4. Worksite will enter your check information into the CHAX software.
5. Worksite will then print and deposit your new check.
6. To verify that all information was processed correctly, Worksite will send a confirmation receipt with your next payroll. Please keep for your records.

EMPLOYER AUTHORIZATION

I am an authorized representative of the above referenced Company and hereby authorize Worksite, LLC to utilize the CHAX program for payment of payroll services rendered. In order to utilize the CHAX program, Worksite, LLC has my permission to produce an exact replica of our company check with no changes to the amount or account number.

Authorized Signature: _____ **Date:** _____

Print Name & Title: _____

By signing above, I am agreeing that I am either the account holder or have the authority of the account holder to authorize Worksite, LLC to utilize the CHAX program to duplicate my check(s).

WORKSITE USE ONLY

Received By:	Processed By:
Date:	Date: