

## Direct Deposit Policies

*When you apply for direct deposit, you agree to the following terms.*

*Please keep this information for future reference.*

- Direct deposit may take 2-3 weeks for initial set-up. Likewise, it may take 2-3 weeks to cancel.
- All cancellations must be submitted in writing.
- **Do not close your bank account without providing our office with sufficient notification; otherwise, your payment will be delayed.**
- On payday you will receive your check stub **via email**. This also serves as your notice of deposit. The email comes from no\_reply@stuartwilsonfi.com. Please check your spam folder if you do not receive your notice.
- Stuart T. Wilson CPA, PC is not held accountable for any overdraft fees that you may incur for using funds prior to their actual **confirmed deposit**.
- Stuart T. Wilson CPA, PC is authorized to correct errors that may occur. This authority remains in effect until we are notified in writing that you no longer want direct deposit.