



Minute Men HR

Payroll Exceptions Authorization

Company Name _____

Processing Hub / Customer Number Cleveland / _____

Federal EIN _____

Request Date _____ Payroll Check Date _____

Description of Request

Service Charge:

The Description of Request herein is accurate. I understand the request made is pending until authorized by Management of Minute Men HR Management Services, Inc. and agree to the service charge listed above. I understand that when a direct deposit reversal debit to an employee's account is unsuccessful due to insufficient funds or for any other reason, Minute Men HR will debit my company's account for the full amount of the failed reversal and we (the customer) will make arrangements for reimbursement directly with our employee.

Customer Representative Name Printed: _____

Authorized Customer Signature: _____

Title: _____ Date: _____

Minute Men HR CSR Name Printed: _____
Minute Men HR CSR Signature: _____
Minute Men HR Approver's Name: _____
Minute Men HR Approver's Signature: _____ Approval Date: _____