

# MY303.NET – 303 Computers Corporation

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## 131 – PAYROLL TRANSFERS

Make Sure the Paychecks Do Not Bounce With This Handy procedure

1. obtain the amount needed for the transfer to cover payroll. Add any additional amount needed to bring the account to a balance sufficient to cover one full payroll.

**T-BANK CHARGE FUNDS TRANSFER (NON-TELEPHONE TRANSFER)** DATE **August 7, 2007**

NAME **303 Computers Corporation**

FROM BRANCH NAME: TO BRANCH NAME:

CHECKING ☒ SAVINGS ☐ CHECKING ☒ SAVINGS ☐

ENCODE ACCOUNT NO. **5845008972** ACCOUNT NO. **5845009251**

**[ BE SURE TO SIGN !! ]**

CUSTOMER SIGNATURE

COMPLETED AND ACCEPTED BY: OFFICER APPROVAL:

\$ **ENTER AMT HERE**

79

You can also make the transfer online. Either way, we need to be able to account for the transfer in QuickBooks. This means, either enter it in QuickBooks yourself, or if you are not Qualified, at least get it into SCANZONE for someone else to see. You should also email [accounts@303computers.com](mailto:accounts@303computers.com).