



# Direct Deposit Form

We are pleased to offer you direct deposit. Now you can have your paycheck automatically deposited in your checking or savings account on payday, and you don't have to change your present banking relationship to take advantage of this service.

### Here's how direct deposit works:

Once your direct deposit has been entered into our system, your account goes into pre-note status, to verify we have the correct account number set up. This typically takes 5 business days. Once verified successfully, your direct deposit becomes active.

We are not able to process a partial Direct Deposit and the balance as a check. You may however, have multiple Direct Deposit accounts set up.

### All you need to do is:

1. Mark the box next to type of account to indicate whether your net pay will be deposited in your checking or savings account.
2. Fill in your name, the name and location of your financial institution, and today's date.
3. Attach a voided check for verification of the financial institution information. If you are unable to attach the voided check, you must get a letter from your financial institution that includes the routing and account number to complete the Direct Deposit process.

Name: \_\_\_\_\_ Client/Employer Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_ SSN (last 4 digits): \_\_\_\_\_

### Action Requested (Check One)

- Start Direct Deposit  Stop Direct Deposit
- Change (add/delete a bank, increase/decrease fixed amount or select a new bank account)

### Effective Date

- As Soon As Possible
- Future Pay Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Bank Name: _____	
Routing #: _____	Account #: _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Check Only One Box: <input type="checkbox"/> Deposit any balance of net pay to this account <input type="checkbox"/> Full deposit <input type="checkbox"/> Fixed amount or percent \$ ____ / ____ %	

**If depositing more than (1) bank, you must choose one balance account.**

Bank Name: _____	
Routing #: _____	Account #: _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Check Only One Box: <input type="checkbox"/> Deposit any balance of net pay to this account <input type="checkbox"/> Full deposit <input type="checkbox"/> Fixed amount or percent \$ ____ / ____ %	

Bank Name: _____	
Routing #: _____	Account #: _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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Bank Name: _____	
Routing #: _____	Account #: _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Check Only One Box: <input type="checkbox"/> Deposit any balance of net pay to this account <input type="checkbox"/> Full deposit <input type="checkbox"/> Fixed amount or percent \$ ____ / ____ %	

I authorize U.S. Staffing Agency, LLC. to deposit my net pay via direct deposit to my account(s) as indicated above. If funds to which I am not entitled are deposited to my account(s), I authorize U.S. Staffing Agency, LLC. to direct the financial institution(s) to return said funds.

I understand that it is my responsibility to verify that payments have been credited to my account(s) and that U.S. Staffing Agency, LLC. assumes no liability for overdrafts for any reason. I understand that in the event my financial institution(s) is/are not able to deposit any electronic transfer into my account due to any action I take, U.S. Staffing Agency, LLC. cannot issue funds to me until the funds are returned to U.S. Staffing Agency, LLC. by my financial institution(s).

I understand this authorization will override any previous authorization and will remain in effect until a) revoked by my written request; or b) immediately following my termination from employment with U.S. Staffing Agency, LLC.; or c) 120 days after my last paycheck was issued.

I understand I must immediately notify U.S. Staffing Agency, LLC. before I close any/all account(s) listed above while this authorization is in effect. I also understand I will be charged for any fees incurred due to any closed or invalid accounts.

Employee Signature: \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_