



We are pleased to be able to offer you a new payday convenience-Direct Deposit. Now you can have your paycheck automatically deposited in your checking or savings account on payday. You do not have to change your present banking relationship to take advantage of this service.

Direct Deposit will help you in many ways.

- It saves trips to your financial institution
- It saves time in depositing checks – no long payday lines to wait in
- It eliminates the possibility of lost, stolen or forged checks
- It means you get your money deposited to your account even if you're on vacation or away from the office on business or illness

Here is how Direct Deposit works:

On payday, you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Expect your money to be deposited in your account no later than Friday. The amount of the deposit will appear on your bank statement.

**Note:**

- **Include Voided Check or Savings deposit slip, complete form and return to E-Technical Staffing.**
- **Must include account number and routing number on form**
- **Deposits guaranteed by Payday-Friday (check with your bank on when funds are placed in your account)**
- **Process takes 3 weeks to implement; 1<sup>st</sup> week set-up, 2<sup>nd</sup> week Pre-Note, 3<sup>rd</sup> week Direct Deposit.**
- **All electronic funds are guaranteed to be sent from E-Technical Staffing to your bank on the close of business on Wednesday.**

**Employee's Authorization** – The authorization form gives E-Technical Staffing, Inc. and your financial institution authority to deposit your pay to your account. Please fill out and return to the Payroll Department along with a voided check. Please contact Kim Obermeyer at 952-926-4200, with any questions regarding Direct Deposit.

I authorize the payroll department and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my:

\_\_\_\_\_ checking account      \_\_\_\_\_ savings account

each payday. This authority will remain in effect until I have cancelled it in writing.

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

\_\_\_\_\_  
FINANCIAL INSTITUTION      NAME (PLEASE PRINT)

\_\_\_\_\_  
ACCOUNT NUMBER      ROUTING NUMBER

\_\_\_\_\_  
SIGNATURE

(Rev. 07)