

Employee Direct Deposit Enrollment Form

Attach Voided Check Here



Routing/Transit #
 A 9 digit number always between these 2 marks

Checking Account #

Check Number
 This number matches the number in the upper right corner of the check.
 Not needed for direct deposit

With Personnel Source you are now able to have your paycheck direct deposited in to your bank account. To enroll in Full Service Direct Deposit fill out this form and send it in to your local Personnel Source branch office. ***In order to ensure proper processing please attach a voided check to this form. Direct deposit requests made without a voided check or a direct deposit authorization letter issued from your bank may be delayed for verification purposes.*** While including a copy of a voided check is not required attaching one will help prevent errors and delays in receiving your direct deposit. ***Please note that deposit slips may not provide the proper information for direct deposit.***

Direct deposits will be deposited into your account in full. PSI is not able to split your pay between accounts or issue partial payment via check. Once you have signed up for direct deposit you will no longer receive a check from us. A pay stub will be made available for you to pick up from your local PSI that will detail your earnings and deductions. If offered by your local branch you may make arrangements for your pay stub to be delivered to the worksite or mailed to your home, please inquire about these options with your branch office.

Important! Please read and sign before completing and submitting.

I hereby authorize Personnel Source, Inc. (hereinafter PSI) to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by PSI to my account. In the event that PSI deposits funds erroneously into my account, I authorize PSI to debit my account for an amount not to exceed the original amount of the erroneous credit. I understand that if my direct deposit does not process correctly due to an invalid account or routing number being listed on this form PSI will not be able to reissue that deposit or process any payment to me until PSI receives official confirmation of the error from their ECH Processing Center and those funds are returned to PSI's Account.

This authorization is to remain in full force and effect until PSI and Bank have received written notice from me of its termination in such time and in such manner as to afford PSI and Bank reasonable opportunity to act on it (4 or more business days before payday). PSI reserves the right to cancel or modify this agreement with or without written notification. Paystubs will be made available for pickup at the PSI branch office, if no branch office is local to where I live or work PSI will mail my paystub to the most recent address on file.

Employee Name: _____ Social Security #: _____ - _____ - _____

Employee Signature: _____ Date: _____

Account Information Account Type (Mark One): Savings Checking Please cancel my direct deposit

Bank Name: _____

Bank City/State/Zip: _____

Routing Transit #: _____ Account Number: _____

Routing numbers beginning with a 5 are NOT valid for direct deposit

Office Use Only

Branch Office Approval _____ Branch City: _____

Received ___/___/___ Entered By: _____ on ___/___/___ Rev 5/12/10