



DIRECT DEPOSIT AUTHORIZATION AGREEMENT
EMPLOYEES OF PRIORITY STAFFING, LTD.

Employee Name:

Direct Deposit My Paycheck to: Checking Account

Table with 2 columns: Field Name, Value. Fields include Bank Name, Branch, City, State, Zip Code, Transit / ABA No., Account No., and Email.

I hereby authorize Priority Staffing, ltd. to direct deposit my pay check to the bank listed above. This includes initiating credit entries and, if necessary, debit entries and adjustments for credit entries made in error to my account.

Signed by employee Date

Attach voided check here:
Form will not be processed without information below

Voided check form for Jane A. Doe, 1000 Main Street, Anywhere, USA 10001. Amount: VOID \$ DOLLARS. Includes fields for Date, Memo, and MICR line.

TRANSIT/ ABA No. | Account No. |



DIRECT DEPOSIT POLICY AND PROCEDURES

Voluntary Direct Deposit of Payroll:

1. Funds should generally be credited to employee's account on Friday (pay day) of payroll week.
2. You will still receive normal pay stub information.
3. Limit of one bank under one checking account number.

In the event of an overpayment or underpayment:

1. Payment may be deducted from the next pay period or
2. In some cases direct deposit will be reversed and the correct amount will be credited.
3. A manual check may be issued or
4. Added to the next pay period.

To enroll in Direct Deposit:

1. Complete Authorization Agreement.
2. Attach voided check.
3. Pre-notification to employee's bank takes two weeks before actual payroll can be transmitted.

Making changes:

1. Changes from direct deposit to receiving a paycheck or vice versa are allowed once per calendar year.
2. Changes of your bank or account number are allowed once per calendar year unless special circumstances arise – (bank merger).
3. Be sure to notify Priority Staffing, Ltd. of any changes and fill out proper forms to avoid a lapse of pay.