

# DIRECT DEPOSIT OF PAYROLL

**DEPOSIT EFFECTIVE DATE:** Payroll is processed on Wednesday, if your timesheet is received by Tuesday it will be processed on Wednesday. Deposit to your account could take up to 2 business days [Friday]. If your timesheet is received late and processed on Thursday it will still take 2 business days [Monday] to deposit your wages.

**TESTING PERIOD:** There will be a 1 week test to make sure all of the information has been submitted correctly to your bank or credit union.

**The advantages of Direct Deposit are:**

- IT'S FAST.** Your money will be in your account 2 business days whether you're sick, on vacation, or just too busy to cash your check.
- IT'S SAFE.** Your paycheck can't be stolen or lost.
- IT'S RELIABLE.** You'll still get a pay stub to show that your account has been credited.

**EMPLOYEE NOTIFICATION OF CHANGES:** Once enrolled it is the responsibility of the employee to notify Snelling of any changes made to Bank Account, Address, or employment status.

We will deposit your net pay to YOUR bank account. Your deposit must be 100% to a checking account or 100% to a savings account.

I hereby authorize SNELLING STAFFING SERVICES to make deposits to:  
**(NAME OF BANK)**

I authorize this financial institution to accept these deposits. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until written notice of termination is given to Snelling Staffing Services. I acknowledge receipt of a filled in copy of this Authorization.

<b>YOUR HIRE DATE:</b> _____
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**PLEASE ATTACH A VOIDED CHECK [FOR CHECKING ACCOUNT] OR DEPOSIT TICKET [FOR SAVINGS ACCOUNT] TO THIS AUTHORIZATION**

<b>EMPLOYEE NAME:</b>			<b>SOC SEC #: LAST 4 DIGITS ONLY</b>			
<b>ADDRESS:</b>		<b>CITY:</b>		<b>STATE:</b>		<b>ZIP CODE:</b>
<b>NAME OF FINANCIAL INSTITUTION:</b>		<b>100 % TO MY:</b>				
		<input type="checkbox"/> <b>CHECKING</b>		<input type="checkbox"/> <b>SAVINGS</b>		
<b>ROUTING NUMBER:</b>			<b>ACCOUNT NUMBER TO CREDIT:</b>			

**PLEASE KEEP A COPY FOR YOUR RECORDS AND SUBMIT THIS ORIGINAL WITH YOUR TIME SLIP**