

FRONTLINE HRO

effective strategies & customized coverage

DIRECT DEPOSIT FORM

Employee Name: _____ SSN: _____

Client Company: STAFFORCE INC.

I hereby authorize my Payroll Company hereafter called COMPANY to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated below, hereafter called DEPOSITORY, to credit and debit the same entries into such account.

Employee Signature: _____ Date: _____

Co-Signature: _____ Date: _____
(For joint accounts)

Banking Information:

Bank Name: _____ Bank Phone #: _____

Bank Address: _____

Bank Transit
(ABA Routing Number) _____

Checking Account #: _____ Deposit Amount: _____

Savings Account #: _____ Deposit Amount: _____

Where to find your ABA routing number and account number:

Sample check image showing routing and account numbers. The check is from Joe Smith, 1234 Anystreet Court, Anycity, AA 12345, for \$1234. The routing number is 123456789, the account number is 123456789123, and the check number is 1234. A large 'Sample' watermark is overlaid on the check.

123456789	123456789123	1234
Bank Routing Number	Bank Account Number	Check Number (Do not use)

Please Attach:

1. Voided check or copy of a voided check for any/all checking accounts listed above. Please do not attach deposit slips, the account numbers do not always match the numbers listed on the check.
2. Savings account deposit slip for any savings account or bank letter with the necessary information to deposit the money into your appropriate account.

Please Note:

It is the employee's responsibility to notify COMPANY whenever there is any change in the account information, including any change in the bank routing number, account number, etc. Any change (other than amount) in account information will cause a pre-notification (verification) of account information producing a negotiable check for a two-week period.