



**DIRECT DEPOSIT AUTHORIZATION AGREEMENT  
EMPLOYEES OF PRIORITY STAFFING, LTD.**

**Employee Name:** \_\_\_\_\_

*Direct Deposit My Paycheck to: Checking Account*

Financial Institution:	
Bank Name	Branch
City	State                      Zip Code
Transit / ABA No.	Account No.
“GO GREEN” By giving us your email address we will send your pay stub to you electronically and eliminate paper stubs.	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. This authorization remains in force until Priority Staffing, ltd. receives written notification from me terminating this Agreement. Upon termination of this agreement, I understand that it may take two pay periods to discontinue direct deposit. By signing this I am stating that I have read and agree to all Direct Deposit Policies and Procedures.**

**Signed by employee** \_\_\_\_\_ **Date** \_\_\_\_\_

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

<b>Jane A. Doe</b>	<b>3680</b>
<b>1000 Main Street</b>	Date _____
<b>Anywhere, USA 10001</b>	
<b>PAY TO THE</b>	
<b>ORDER OF</b> _____	\$ _____
<b>VOID</b>	
	<b>DOLLARS</b>
<b>Memo</b> _____	<b>X</b> _____ <b>VOID</b> _____
: 123456789   : 11484620040   ” 3680	

| 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.