

To: All Employees
From: Controllers Office
Re: Direct Deposit
Date:

Direct deposit is now available for all employees. With direct deposit you can automatically deposit all or a part of your pay in your checking and/or savings account at the financial institution of your choice. By having your pay automatically deposited you:

1. Have your pay in your account on payday, without going to the bank.
2. Stop the possibility of lost, stolen or destroyed checks.
3. Save time making trips to the bank to cash or deposit your check.
4. Will still receive a pay statement showing your earnings and deductions.

IF YOU WOULD LIKE TO SIGN UP FOR DIRECT DEPOSIT, PLEASE RETURN THE BOTTOM PORTION, ALONG WITH A **VOIDED CHECK FOR THE ACCOUNT(S)** WHERE YOU WANT TO DEPOSIT YOUR MONEY. (NO DEPOSIT SLIPS)

AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSITS

I hereby authorize NACM Midwest Business Staffing hereinafter called "Company", to initiate credit entries for sums to and payable to me to my checking and/or savings account indicated below; and, the Financial Institution named below, hereafter called "Depository", to credit the same to such account. I also authorize Company to initiate debits for sums due to the Company for erroneous deposit or deposits at the Depository.

Bank Name: _____

Bank Transit ABA No: _____

Bank Account No: _____

Amount or Percent

Checking: _____

Savings: _____

This authorization is to remain in full force and effect until Company has received notification from me of its termination in such time and in such manner as to afford Company a reasonable opportunity to act on notification or until such time as Company terminates this agreement.

Employee Name: _____

Employee Signature: _____ Date: _____

******Please keep in mind that direct deposit may require two payroll cycles to take effect.******