

WAL-STAF TEMPORARY SERVICES, INC.
AUTHORIZATION AGREEMENT
FOR DIRECT DEPOSIT

I hereby authorize Wal-Staf Temporary Services, Inc. (Wal-Staf) to initiate and to make credit entries or reversing entries, and to make adjustments for any credit entries in error, to my account at the indicated financial institution. I hereby authorize the indicated financial institution to accept and to post such entries to my account.

This authority is to remain in full force and effect until Wal-Staf has received written notification from the authorizing party of its termination in such time and manner as to afford Wal-Staf and the above named financial institution a reasonable opportunity to act on such written notification. I understand that if I leave employment with Wal-Staf and then return at a later time, this authorization will still remain in effect. It is my responsibility to provide Wal-Staf with my current account information.

I understand that I must submit my actual signed timecard or a signed fax copy to the Wal-Staf office by 1:00 PM on Mondays.

When a **bank holiday** (ie. New Year's day, Veteran's day) falls on a Monday, Tuesday, Wednesday, or Thursday, direct deposits may be delayed by one day that week.

I understand that while participating in direct deposit I am still responsible for submitting an Input Letter for each new assignment for safety purposes. I also understand that I am still responsible for turning in an Exit Letter when and if I leave the employment of Wal-Staf.

Failure to comply with any of these procedures may result in the temporary suspension of direct deposit privileges without further notice. I understand that it is my responsibility to verify the crediting of funds by my financial institution prior to writing checks against my account.

Authorizing Party Name

Signature of Authorizing Party

Date

Phone Number: (____) _____

Check type of account: ___Checking ___Savings

Last 4 digits of SSN: _____

Please attach VOID CHECK here for Checking Account
Or
VOID DEPOSIT SLIP for Savings Account

Note – deposit slips are not accepted for checking accounts