

Authorization for Direct Deposits

To enroll in Full Service Direct Deposit, simply fill out this form and give it to your payroll manager. Attach a voided check for each checking account-not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

This authorizes WORKPLACE CONSULTANTS (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account (s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Account Information:

You may choose up to two accounts. (Your last item must be for the remaining amount owed to you.)

Bank Name/City/State: _____

Routing/Transit#: _____ Account Number: _____

Checking Savings I wish to deposit: \$ _____ or Net Amount

Bank Name/City/State: _____

Routing/Transit#: _____ Account Number: _____

Checking Savings I wish to deposit: \$ _____ or Net Amount

This authorization will be in effect until the Company and Bank receives a written termination notice from myself and has a reasonable opportunity to act on it.

Employee Name: _____ Emp No. _____

Employee Signature _____ Date _____

This document must be signed by employees requesting automatic deposit of paychecks, and retained on file by the employer.