STAFFINGPARTNERS

**ADMINISTRATIVE GROUP**

We are pleased to offer you a payday convenience, direct deposit! You can have your paycheck automatically deposited in your checking or savings account.

On payday, you will receive an earnings statement showing gross salary, taxes, other deductions and net pay. Please allow 48 hours for your funds to be deposited in your account. The amount of the deposit will also appear on your bank statement.

## Employee's Authorization

Please fill out and return to the payroll department. **A voided check must also be included**.

I authorize the payroll department and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my:

_____ checking account _____ savings account

each payday. This authority will remain in effect until I have cancelled it in writing.

_____ _____
EMPLOYEE NAME EMPLOYEE SS#

_____
FINANCIAL INSTITUTION

_____ _____
BRANCH ACCOUNT NUMBER

_____
CITY STATE

_____ _____
SIGNATURE TODAY'S DATE

This authorization form gives your company and your financial institution authority to deposit your pay to your account. Note: The first two direct deposit paydays will serve as a practice runs or prenotes. You will receive paychecks on your prenote weeks. This will allow all financial institutions time to confirm routing and account numbers.

Please contact Kim Obermeyer in the payroll department at (952) 926-4200 with any questions.

Mail completed form and voided check to:
Staffing Partners – Administrative Group
Attn: Kim Obermeyer, Controller
5909 Baker Road, Suite 570
Minnetonka, MN 55345