



Fax or Email Completed Form To:
(212) 233-0002
payroll@employcore.com

Direct Deposit Enrollment Form

PLEASE PRINT LEGIBLY

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

I hereby authorize Core Staffing Services, Inc., hereinafter called COMPANY, to initiate credit entries and to initiate debit entries and adjustments for any credit entries made in error to my account.

Employee Name: Social Security #

(Please Print)

Depository (Bank) Name:

Account Type: Circle One Routing #: Account #: % of Pay Into Account

1. Checking / Savings

2. Checking / Savings

3. Checking / Savings

Date: Daytime Phone Number

Signature:

NOTE: ALL WRITTEN CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

\*\* This information can be found on the bottom of your personal checks. Just preceding your account number. If you are unsure about the routing number, please contact your financial institution representative.

Core Staffing Services offers Direct Deposit to all of our temporary employees. To sign up for this free service you must complete this form.

All timesheet procedures and deadlines will remain the same except temporary employees using Direct Deposit will have their wages TRANSFERRED to their banks on PAYDAY (when checks would normally be ready for pick up).

Please note that for most banks the funds will be available on the next business day. THE FUNDS WILL NOT BE AVAILABLE ON PAYDAY. Core will automatically mail the check stub to you for your records.

After completing the enrollment form, allow approximately two weeks for processing. During this time, we send a test file to our bank to ensure the accuracy of the bank information that you supplied to us on this form. You will be notified in writing when your Direct Deposit is to go into effect.

If your account number changes or you change banks, you must notify us immediately so we can transfer your service. Direct Deposit may be cancelled by notifying our office in writing. Cancellations take one week to process. Please note that if you cancel this service, it may not be reinstated for 90 days.

If you have any questions, please contact the Controller, Gayle Lesser at 212-766-1222 ext. 212.