

# NSR Direct Deposit Authorization

<input type="checkbox"/>	New Direct Deposit
<input type="checkbox"/>	Add or Change Existing Direct Deposits
<input type="checkbox"/>	Stop All Direct Deposits effective _____

A voided check or a bank issued direct deposit set up form is **REQUIRED** for each account

<i>Employee ID</i>		<i>Employee Name - Please Print</i>	
Effective Date		Financial Institution Name/City/State	
Deposit Full Amount <input type="checkbox"/> Yes <input type="checkbox"/> No	Bank ID (Routing) Number	Account Number	Checking <input type="text"/> Savings <input type="text"/>
Effective Date		Financial Institution Name/City/State	
Indicate Deposit Amount or %	Bank ID (Routing) Number	Account Number	Checking <input type="text"/> Savings <input type="text"/>
Effective Date		Financial Institution Name/City/State	
Indicate Deposit Amount or %	Bank ID (Routing) Number	Account Number	Checking <input type="text"/> Savings <input type="text"/>

I authorize Northwest Staffing Resources to initiate electronic deposits to the financial institution(s) indicated. The financial institution is authorized to credit my account and if necessary, to make adjustments for any credit entries made in error to my account(s). I understand that the actual date of my payroll deposit may be later than the date indicated on the deposit notice because of the time required for the bank to process it. In the case that the bank does not deposit on my actual pay date, I may request an advance in the amount of my pay. Under no circumstances will any bank charges or other fees for non-sufficient funds be reimbursed to me. This authorization remains in effect until either I revoke it by giving 10 days prior written notice or until termination of my employment. I understand that I will not receive paper documentation of my direct deposit but that I can view this information online via web center. Upon request, I may be provided with paper documentation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Authorization Filled Out

To all Employees enrolled in Direct Deposit:

Our bank requires that all Direct Deposit information be submitted 2 full business days prior to pay day to allow for adequate processing time. During weeks where there is a Monday holiday and banks and our offices are closed, we allow our employees and supervisors additional time to submit and approve timecards. That being said, we cannot feasibly provide the bank with 2 full business days notice during a short work week. This can also be the case with a regular five day work week because we allow time to be submitted up until 5pm on Mondays. Sometimes the bank will accept the Direct Deposit information late and still process DD timely. Other times they will utilize the 2 business day rule and delay deposits. As stated in your Temporary Employee Handbook:

Direct Deposit is available for all employees. You must complete a Direct Deposit Authorization form and include a voided check. It can take a few weeks once paperwork is received for Direct Deposit to become effective. Please also be aware that your actual weekly payroll deposit may be delayed due to the time required for the bank to process it. Ask your Recruiter for more details.

Again, just a reminder, that though direct deposit can provide early deposit into your account, it can also be delayed due to banking constraints.