



## Direct Deposit Authorization Agreement

Please complete the following form and return it to us along with a voided check for checking accounts or a deposit slip for savings accounts. Direct deposit requests typically take 2-3 weeks for processing.

<input type="checkbox"/> Begin Deposits	<input type="checkbox"/> Change Information	<input type="checkbox"/> Cancel Deposits
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Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Account:  Checking  
 Savings

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

I authorize Hire Up Staffing Services to initiate credits (and corrections to previous credits) to the financial institution designated above. This authorization will remain in effect until I give written notice to Hire Up either to change or terminate this authorization.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed By Payroll Department

Date Received: \_\_\_\_\_ Date Entered on Payroll: \_\_\_\_\_ Effective Date: \_\_\_\_\_