



## Direct Deposit Authorization

I authorize Integral Staffing, LLC, and its Agents, including financial institutions, to initiate electronic credit entries (direct deposit) to my checking or savings account listed below. This authorization will remain in effect until I have informed Integral Staffing, LLC in writing that I wish to cancel it and Integral Staffing, LLC has had a reasonable amount of time to process the cancellation.

I understand that direct deposit payroll transfers are initiated on Thursday afternoons. Funds are credited to my account within 2 business days. Since it may take one or two pay cycles for Direct Deposit to begin, I will receive a regular, physical check in the interim.

My timecard must be received by Integral Staffing, LLC prior to 5 PM on Monday, (Tuesday when Monday is a holiday). If my timecard is submitted late, I will not be paid until the following week.

Checking     Savings (check one)

My Account #: \_\_\_\_\_

My Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank City, State, Zip: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_

My Bank's ABA routing #: \_\_\_\_\_

**\*\*My voided check is attached.**

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_