



Direct Deposit Authorization

Workco Staffing Service

P.O. Box 1491

Athens, TX 75751

(903) 675-9269 Phone (903) 675-6005 Fax

Workco Staffing Service is pleased to offer direct deposit of employee paychecks to the bank and account of your choice. To arrange for direct deposit do the following:

- Complete this form.
- REQUIRED** Attach a voided personal check and/or personalized deposit slip to this form to verify your account number and bank routing number.
- Return the completed form to Workco Staffing Service
- Your direct deposit should begin within two pay periods after we receive your completed form.

I hereby authorize Workco Staffing Service to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository name below, hereinafter called depository, to credit and/or debit the same as such:

Name _____ Social Security Number _____
(please print)

Email Address _____

Reason for form: New Change Stop

Account Type: Checking Savings

Institution Name _____ Institution phone # _____

Acct. Number: _____ Bank Routing Number: _____

I understand that if my account at the financial institution listed above have been changed or closed, I must inform Workco Staffing Service Payroll Office in writing. This authority is to remain in full force and effect until the company has received written notification from me of its termination in such time and in such manner as to afford the company and depository a reasonable opportunity to act on it. Workco Staffing Service is unable to refund rejected monies until they are credited to the Workco Staffing Service payroll account.

Signature

Date