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Employee Request for Direct Deposit

How are direct deposits made?

Arrangements are made to have amounts electronically transferred from your payroll check into the financial institutions(s) you indicate. Your financial institution will show the deposit on your statement.

How to enroll for direct deposit:

Read and complete this form to initiate automatic direct deposit for your entire payroll check or a portion of your net pay.

Remember!

- o Most direct deposit items are processed using the routing number from your voided check. However, some financial institutions require a different number for electronic transmissions
- o Financial institutions may post electronic transactions at different times. Please check with your financial institution to determine what time they post electronic transactions before trying to access your balance.
- o For the first initial payroll deposit call your financial institution to confirm that your direct deposit(s) have been posted properly

Employee Information

Employee Name _____ DOB _____ Last 4 of Social _____

Employer Name _____

***** Please Attach Copy(s) of Voided Checks or Bank Documentation for all Accounts Listed Below *****
(Please Note: Deposit Slips are Not Valid)

TYPE OF ACCOUNT	DOLLAR or % or REMAINDER	FINANCIAL INSTITUTION	ROUTING #	ACCOUNT #
Checking, Savings, Credit Union				

I authorize deposit of my payroll check with the above financial institution(s). The financial institution(s) is/are authorized to credit deposits to the account(s) indicated. This authority will remain in effect until I have given 30 days' written notice of its termination or until TEL Staffing & HR, Inc. or my financial institution have given me notice that this direct deposit will be terminated I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be entered into my account, I direct and authorize my financial institution and TEL Staffing & HR, Inc. to make the appropriate adjustment.

Employee Signature

_____/_____/_____
Date