



P.O. Box 5863  
Rockford, IL 61125

## EMPLOYEE AUTHORIZATION FOR AUTOMATIC DIRECT DEPOSIT OF PAY

\_\_\_\_\_  
Employee's name (Please Print)

\_\_\_\_\_  
Social Security Number

I authorize and request FurstStaffing to deposit my pay automatically to my account identified below each payday. This authority will remain in effect until I have canceled it in writing.

Purpose of Authorization (Check One)

New Authorization \_\_\_\_\_

Changes to Authorization \_\_\_\_\_

### A. Account #1 Information

### B. Account #2 Information

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Type of Account (Checking or Savings)

\_\_\_\_\_  
Type of Account (Checking or Savings)

\_\_\_\_\_  
Bank Routing #      Account #

\_\_\_\_\_  
Bank Routing #      Account #

Percent to Acct 1: \_\_\_\_\_

Percent to Acct 2: \_\_\_\_\_

\*Amount to be deposited each pay period.

\*Amount to be deposited each pay period.

\*Total must equal 100% of check.

**Please include a voided check or a copy of a voided check** (not a deposit slip).

Please  check how you would like to receive a copy of your check stub

**Email**  
Address \_\_\_\_\_@\_\_\_\_\_

OR  **Paper** copy mailed US Postal

*If you have opted to receive your payroll deduction receipt via email, **timecards will not be mailed to you separately.** Stop by any of our branch offices (Monday thru Friday) 8 am to 5 pm, to pick up additional timecards or you may download electronic timecards from our website [www.furststaff.com](http://www.furststaff.com).*

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

\_\_\_\_\_  
Date Signed

If you are working out of the Rockford office, your money will be in your account on Wednesday\*. If you work out of the Darlington, DeKalb, or Stockton office, your money will be in your account on Thursday. If you work out of the Chicago office, your money will be in your account on Friday. During holiday weeks, payday will be one day later than usual.

\* Some exceptions may apply.