Employer Solutions Staffing Group LLC
Direct Deposit Authorization

✓ **Attach a voided check or photocopy of a check for checking account.**
DO NOT ATTACH A DEPOSIT SLIP.

- **Allow 1 week for processing after receipt by Employer Solutions Staffing Group. Allowing for processing time, your first check may not be direct deposited; therefore, it is suggested that you contact your financial institution.**
- **Verify with your financial institution on your pay date that your direct deposit has gone into effect—the institution name will not appear on your earnings statement.**

Please print

Check one of the following	Effective Date
☐ Start	☐ As Soon As Possible
☐ Stop	☐ Future Paydate _____/_____/_____
☐ Change	

Social Security Number

Name (Last, First Middle Initial)

SUBMISSION OF THIS FORM MEANS YOUR ENTIRE PAYROLL CHECK WILL GO TO THIS FINANCIAL INSTITUTION

Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)

Enter the following information from the bottom of your check:

ABA Bank Routing Number (Must be 9 numbers)	**Account Number**
⑆	⑈ ⑈

Type of Account

☐ Checking ☐ Savings ☐ Money Market Checking ☐ Money Market Investment Requires Submission of ACH form from your broker

I authorize Employer Solutions Staffing Group to direct deposit funds to my account in the financial institution listed above. If funds to which I am **not** entitled are deposited in my account, I authorize Employer Solutions Staffing to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by Employer Solutions Staffing Group at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to you will be returned to Employer Solutions Staffing Group for distribution. This will delay your check.

Date (Mo/Day/Yr)	Employee Signature	Daytime Phone Number

Home Address Street City State Zipcode

RETURN TO:

EMPLOYER SOLUTIONS STAFFING GROUP
Attn: Payroll
7301 Ohms Lane, Suite 405
Edina, MN 55439
Tel. 952.835.1288
FAX 952.835.1255