



# employer solutions staffing group<sup>llc</sup>

Leveraging Resources in a Changing Market

## Direct Deposit/Payroll Debit Card Authorization

Employees have the option of receiving wages by Direct Deposit and/or Payroll Debit Card.  
If you do not provide a written election, wages will be paid by Payroll Debit Card.

SECTION 1 BASIC INFORMATION		
Employee Name	SSN# (last 4 digits)	Effective Date
Catalina Duran-Vazquez		10/29/15
SECTION 2 PAYROLL ELECTION		
<input checked="" type="checkbox"/> <b>Direct Deposit</b> (Please complete Sections 3 and 5 below) <input type="checkbox"/> <b>Payroll Debit Card</b> (Please complete Sections 4 and 5 below)		
SECTION 3 DIRECT DEPOSIT		
ACCOUNT	<input type="checkbox"/> Update Bank Account	<p>I understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs incurred if the account number that I provide is incorrect.</p> <p>Initial <u>CDV</u> Date <u>10-29-15</u></p>
	Bank Name: <u>Wells Fargo</u>	
	Routing# <u>091000019</u>	
	Account# <u>7932937696</u>	
	Account Type: <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other _____	
<ul style="list-style-type: none"> <li>To help us avoid making an error, please attach a copy of a voided check. (a deposit slip will not work)</li> <li>If you change banks, do not close your old bank account until your direct deposit has started at the new bank, which may take 2 pay periods.</li> </ul>		
SECTION 4 PAYROLL DEBIT CARD (GLOBAL CASH CARD)		
<p>Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who requests a Payroll Debit Card for you. In order to identify you, if you do not have a Payroll Debit Card to pay you, we will request you to provide us with the following information:</p> <p>Except for transactions that you sign, you must sign a voided check for us to verify you.</p>		<p>Identify you. If you do not have a Payroll Debit Card to pay you, we will request you to provide us with the following information:</p> <p>rd account or options. You will receive wages.</p>
<p><b>WELLS FARGO BANK</b>          MAPLEWOOD 2945 WHITE BEAR AVE N MAPLEWOOD, MN 55109</p> <p>DATE _____ 17-1/0910</p> <p>PAY TO THE ORDER OF <u>VOID</u> \$ _____ DOLLARS</p> <p>CARDHOLDER First Name: _____</p> <p>Street Address: <u>CATALINA DURAN-VAZQUEZ</u>  <u>38 IOWA AVE W</u>  <u>SAINT PAUL MN 55117-3701</u></p> <p>City: _____</p>		<p>Identify you. If you do not have a Payroll Debit Card to pay you, we will request you to provide us with the following information:</p> <p>rd account or options. You will receive wages.</p>
<p>GET TEXT: All we need is your phone number to text you the details of the program.</p> <p>RECEIPT: I have received my Payroll Debit Card, welcome brochure, program fees, program terms, conditions, and disclosures. By activating my Payroll Debit Card, I am agreeing to the program terms, conditions, and disclosures that are included or made available to me from time to time from the financial institution. I authorize the financial institution to debit my Payroll Debit Card account for the fees described in the fee schedule that is part of the program terms, conditions, and disclosures.</p>		<p>Identify you. If you do not have a Payroll Debit Card to pay you, we will request you to provide us with the following information:</p> <p>rd account or options. You will receive wages.</p>
Payroll Debit Card Routing #	Payroll Debit Card Account #	
073972181		
<p>Employee's Signature: _____ Date: _____</p>		
SECTION 5 AUTHORIZATION		
<p>I authorize ESSG to directly deposit my periodic wages/compensation payments, net of required tax withholdings, other required withholdings or authorized deductions, into my account(s) as designated above and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account(s). * E-mail is required for pay stub information.</p> <p>*E-mail: _____ @ _____ this information will only be used to send your paystubs electronically</p>		
<p>Employee's Signature: <u>CATALINA DURAN-V</u> Date: <u>10-29-15</u></p>		

# Direct Deposit / Automatic Payment Information Form



The fastest, most convenient way to manage your everyday financial transactions - and it's free!

## Benefits To You

**Convenient** - Your money is deposited automatically for you, even when you are ill, on vacation or too busy to get to the bank. Your check is deposited electronically into your Wells Fargo account.

**Fast** - You have immediate access to your money on the day of deposit.

**Safe** - Never worry about checks getting lost, delayed or stolen.

**Automatic saving** - Watch your account grow when you have at least part of your pay directed to your account.

**Automatic Payment\*\*** You can also use your routing number (RTN) and account number to setup automatic payment of your recurring bills from your account.

## Three Easy Steps to Set up Your Direct Deposits or Automatic Payments

### Step 1. Use Account Information Provided Below

You must provide your information about the account where the money will be deposited or withdrawn.

Customer Name:	Routing Number (RTN):	Account Number:	Account Type:
CATALINA DURAN-VAZQUEZ	091000019	7932937696	CHECKING

### Step 2. Contact Your Employer or Payor

Contact your employer or payor directly to see if they offer direct deposit service. Where direct deposit is available, provide your account information. Your payor may need you to complete a form and provide a voided check or Command check to process your request.

### Step 3. Monitor Your Account

For Direct Deposit, it can take one to two months for a payor to process your request and to begin receiving electronic deposits.

**Questions?** Wells Fargo Phone Bank<sup>SM</sup> is available 24/7 at 1-800-TO-WELLS (1-800-869-3557)

Customer Copy