



employer solutions staffing group^{llc}

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 <u>Spencer Garrett</u>	SSN# (last 4 digits) <u>9812</u>	Effective Date <u>4/6/15</u>

SECTION 2 PAYROLL ELECTION		
<input checked="" type="checkbox"/> Direct Deposit (Please complete Sections 3 and 5 below)		
<input type="checkbox"/> Payroll Debit Card (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>SG</u> Date <u>4/6/15</u></p>
	Bank Name: <u>Community Financial Credit Union</u>	
	Routing# <u>207076575</u>	
	Account# <u>31237</u>	
	Account Type: <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other	

- To help us avoid making an error, please attach a copy of a voided check. (a deposit slip will not work)
- 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.

SECTION 4 PAYROLL DEBIT CARD (GLOBAL CASH CARD)

Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. In order to request a Payroll Debit Card for you, we must provide all of the following information that will enable the financial institution to identify you. If you do not submit a Direct Deposit/Payroll Debit Card Authorization, ESSG will provide the necessary information and issue you a Payroll Debit Card to pay your wages. For your protection, the financial institution may ask you to provide the following information so they can verify:

<p>SPENCER D GARRETT 13281 ELIZABETH STREET THORNTON, CO 80241</p> <p>1036 82-7657/3070</p> <p>Card account or conditions. You will receive your card the day you receive your wages.</p>	<p>Pay to the Order of <u>VOID</u> \$ _____</p> <p>Community Financial Credit Union Broomfield, Colorado 80020 303.469.5366 · 800.828.5666 www.yourlocalcreditunion.com</p> <p>For _____</p> <p>307076575 003173708 1036</p> <p>JEWELLED ELEGANCE</p>
<p>EXCEPT FOR TRANSFER OF FUNDS, THIS CARD IS NOT VALID FOR ANY OTHER PURCHASES OR WITHDRAWALS.</p> <p>Payroll Debit Card</p> <p>I have authorized my employer to use this card for payroll purposes. I understand that this card is subject to the terms, conditions, and disclosures of the financial institution.</p>	<p>Employee's Signature: _____ Date: _____</p>

SECTION 5 AUTHORIZATION

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.

*E-mail: Spencer.Garrett@hotmail.com
this information will only be used to send your paystubs electronically

Employee's Signature: [Signature] Date: 4/6/15