



employer solutions staffing group

### Wage Payment Method Authorization (Minnesota)

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 paper Check.

#### SECTION 1 BASIC INFORMATION

Employee Name <u>Samone Alston</u>	SSIN# (last 4 digits) <u>14404</u>	Effective Date <u>12/11/2017</u>
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#### SECTION 2 PAYROLL ELECTION

**Direct Deposit** (Please complete Sections 3 and 5 below) *Note: Direct Deposit accounts may take up to 7 days to be activated*

**Payroll Debit Card** (Please complete Sections 4 and 5 below)  **Paper Check** (Please complete Section 5 below)

#### SECTION 3 DIRECT DEPOSIT

Update Bank Account

Bank Name: \_\_\_\_\_

Routing# 073972181

Account# 7874645325006765

Account Type:  Checking  Savings  Other \_\_\_\_\_

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.

Initial \_\_\_\_\_ Date \_\_\_\_\_

- 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

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 them additional identification information so they can verify your identity.

Except for the routing and account number, ESSG does not have access to any information regarding your Payroll Debit Card account or transactions. On your first payday, you will receive your new Payroll Debit Card, and a packet containing all of the terms and conditions. You will then sign acknowledging that you received the Payroll Debit Card and packet. Your Payroll Debit Card will be reloaded on each payday you receive wages.

#### CARDHOLDER INFORMATION (as you want your Payroll Debit Card to be issued)

First Name	M.I.	Last Name	Date of Birth
Street Address (PO BOX NOT ACCEPTABLE)			Social Security#
City	State	Zip	Cell Phone (mobile)

#### RECEIPT OF PAYROLL DEBIT CARD (to be completed when you pick up your Payroll Debit Card)

Payroll Debit Card Routing #	Payroll Debit Card Account #
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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.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### 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: \_\_\_\_\_@\_\_\_\_\_ this information will only be used to send your paystubs electronically

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# DIRECT DEPOSIT AUTHORIZATION FORM

Enroll in Direct Deposit to get your money automatically deposited to your RushCard up to 2 days sooner than payday.\*

## 1 Choose amount to deposit each pay period:

**My entire check**  
(100% of every check)

**A set percent of**  %  
(Example: 50% of every check)

**A set amount of \$**   
(Example: \$150 from every check)

## 2 Ensure your contact information and Deposit ID number are correct.

**First and Last Name** samone alston  
**Full Address** 6420 DOUGLAS DR N APT 204  
**City, State Zip Code** MINNEAPOLIS, MN 55429-1964

**Bank Routing Number**  
073972181

**Direct Deposit ID Number**  
7874645325006765

**Account Type**  
Checking

**MetaBank, Member FDIC**  
c/o RushCard  
PO Box 42482  
Cincinnati, OH 45242

## 3 Print the form, sign it and give it to your employer or government benefits agency.

### Direct Deposit Authorization

I authorize my employer or payer to electronically deposit the specified payroll amount into my RushCard prepaid account each pay period and to initiate, if necessary, reversal entries and adjustments for any credit entries in error to my card (not to exceed the original credit).

SIGNATURE

DATE

**SIGN HERE:**

X

**YOU'LL START ENJOYING THE CONVENIENCE OF DIRECT DEPOSIT WITHIN 2 PAY PERIODS.**

The Prepaid Visa RushCard is issued by MetaBank®, Member FDIC, pursuant to a license from Visa U.S.A. Inc.

The bank routing number and direct deposit ID number are for the purpose of initiating direct deposits to your Prepaid Card account only. You are not authorized to provide this bank routing number and direct deposit ID number to anyone other than your employer or payer.

Direct deposit capability is subject to payer's support of this feature. Check with your payer to find out when the direct deposit of funds will start. Funds availability is subject to timing of payer's funding.

\*Getting your money up to two days sooner is based on comparison of traditional banking policies and deposit of paper checks from employers and government agencies versus electronic direct deposits. Many employers and government agencies notify us of direct deposits before your "official" day scheduled for payment. If we receive early notice, we may load your direct deposit earlier than your "official" day scheduled for payment. We may limit the amount or type of Direct Deposit eligible for early loading.