



**WORKSITE**  
EMPLOYEE LEASING  
Work.Simplified.

## DIRECT DEPOSIT AUTHORIZATION

### EMPLOYEE INFORMATION

Employee Name:
Social Security Number:
Employer:

### PLEASE CHECK ONE:

<input type="radio"/> New/Replace existing account on file
<input type="radio"/> Add to existing account on file
<input type="radio"/> Cancel / Stop

### COMPLETE FOR DIRECT DEPOSIT

<u>Account 1</u>	<u>Account 2</u>
Bank Name: _____	Bank Name: _____
Routing Number: _____	Routing Number: _____
Account Number: _____	Account Number: _____
<input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Entire Net Pay <input type="radio"/> Percentage of Net Pay _____% <input type="radio"/> Specific Dollar Amount \$ _____	<input type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> Entire Net Pay <input type="radio"/> Percentage of Net Pay _____% <input type="radio"/> Specific Dollar Amount \$ _____

*Please attach a voided check or deposit slip for verification of bank data.*

### COMPLETE FOR RAPID PAYCARD

I authorize Worksite Employee Leasing to deposit my wages on to my Rapid PayCard. I agree to the terms and conditions of the Rapid PayCard Program including any transaction fees.

I wish to deposit (select one):  
 Entire Net Pay     Percentage of Net Pay \_\_\_\_\_%     Specific Dollar Amount \$ \_\_\_\_\_

Please print the address where the Rapid PayCard should be mailed:

Street Address: \_\_\_\_\_ Apt# \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### EMPLOYEE AUTHORIZATION

I hereby authorize Worksite Employee Leasing to deposit my earnings directly into my checking and/or savings account(s) as indicated above and agree that such credit to these accounts constitutes payment and receipt by me. Worksite Employee Leasing reserves the right to recall funds sent in error and to interrupt or discontinue direct deposits and issue live checks to any and all employees at any time for any reason. I am always responsible for verifying that funds have been credited into the proper account and are available prior to writing checks or otherwise withdrawing funds from this account. I am aware that this authority will remain in full effect until Worksite Employee Leasing receives ten (10) days prior written notification from me of change or termination.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing above, I am agreeing that I am either the account holder or have authority of the account holder to authorize Worksite Employee Leasing to make direct deposits into the above account(s).*

### WELCO USE ONLY

Received by: _____	Processed by: _____
Date: _____	Date: _____