worksite

DIRECT DEPOSIT AUTHORIZATION

EMPLOYEE INFORMATION

Employee Name:

Social Security Number:

Employer:

PLEASE CHECK ONE:

○ New / Replace existing account on file

○ Add to existing account on file

○ Cancel / Stop

COMPLETE FOR DIRECT DEPOSIT

Account 1	Account 2
Bank Name:	Bank Name:
Routing Number:	Routing Number:
Account Number:	Account Number:
○ Checking ○ Savings	○ Checking ○ Savings
○ Entire Net Pay	○ Entire Net Pay
○ Percentage of Net Pay_____%	○ Percentage of Net Pay_____%
○ Specific Dollar Amount $_____	○ Specific Dollar Amount $_____

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

COMPLETE FOR RAPID PAYCARD

I authorize Worksite 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.

Card ID: _____
Located on the front of the PayCard envelope.

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: _____

Home Phone: _____ Date of Birth: _____

EMPLOYEE AUTHORIZATION

I hereby authorize Worksite 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 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 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 to make direct deposits into the above account(s).