



DIRECT DEPOSIT OF PAYROLL

*Direct Deposit of Payroll allows for automatic deposit of pay into checking, savings and credit union accounts.
Participants will continue to receive a pay voucher detailing gross pay and deductions.*

Authorization Agreement for Pre-authorized Payments

I hereby authorize Apartment Pro’s “The staffing specialists”, LLC (COMPANY) to initiate credit and/or debit entries to my account(s) indicated below, at the depositories named below, hereinafter called DEPOSITORY, to credit and/or debit the sums by such account. In the event an overage of funds is deposited into my account(s) at any given time. I hereby authorize COMPANY to remove excess funds via direct debit, with the end result being my correct pay amount.

Account 1

Name of your Bank: _____

Routing Number _____ Account Number _____

Account 2

Name of your Bank: _____

Routing Number _____ Account Number _____

Account 3

Name of Bank _____

Routing Number _____ Account Number _____

The bottom left of your pre-printed check looks like this: **|:111000111|:00000123:|01234**

*Routing Number Account No. Current Check No.
(Always 9 digits) (# of digits vary)*

ATTACH PRE-PRINTED VOIDED CHECKS for each account. If more than one account is used, make sure to include the amount you want deposited into account on each voided check. Ex: (Savings – “\$50.00”, Checking – “Balance of Net Pay”)

This authorization is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time.

Printed Name _____

Signature _____ Date _____

Note: All written credit/debit authorizations must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.