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120 Towerview Court, Cary, NC 27513

## **DIRECT DEPOSIT...SIGN UP TODAY!**

### CONVENIENCE

Direct Deposit means you no longer have to come to pick up your paycheck, wait for it to arrive in the mail or try to make it to the bank before closing. Your paycheck will be automatically deposited, even if you are out of town.

### SECURITY

Since your paycheck is automatically deposited into YOUR account, there is no danger of loss, theft or forgery.

### RELIABILITY

With Direct Deposit you will not have to worry about any unexpected delays or problems. You may request to receive a statement, via email, itemizing all deductions and telling you the exact amount that has been deposited into your account.

*To enroll in Quality Staffing's Direct Deposit simply:*

1. Complete all sections of the Authorization for Direct Deposit located below.
2. Attach a **VOIDED CHECK** or **DIRECT DEPOSIT FORM** from your bank that includes your routing number & account number, to the Authorization Agreement.
3. Return the completed form to Quality Staffing.

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### Automatic Direct Deposit AUTHORIZATION AGREEMENT

\_\_\_\_\_ I hereby request the deposit of my entire net payroll check into the account below each pay period. I authorize Quality Staffing Specialists to withdraw any funds deposited in error into my account.

\_\_\_\_\_ Email a statement to \_\_\_\_\_

\_\_\_\_\_ I hereby cancel authorization for direct deposit previously submitted.

Your Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Bank/Credit Union Name \_\_\_\_\_ City/State \_\_\_\_\_

Transit/ABA # \_\_\_\_\_ Account # \_\_\_\_\_

Type of Account:                      Checking \_\_\_\_\_                      Savings \_\_\_\_\_

**All information is considered PERSONAL and CONFIDENTIAL and will be used by our payroll department only.**