

EMPLOYEE PAYCHECK DIRECT DEPOSIT AUTHORIZATION FORM

INSTRUCTIONS:

1. Please print this form, enter your information and mail to address at right.
2. Write legibly and clearly to avoid bank errors to your deposit.
3. Complete the **ENTIRE** form, all information is **REQUIRED**.
4. You must be the named account holder for the direct deposit.
5. Attach your bank's *ACH Authorization Form*, if required.

Please mail your form(s) to:

Barton Staffing Solutions, Inc.
Attn: Payroll Coordinator
723 Aurora Avenue
Aurora, IL 60505

Employee Name: _____ **Last 4 digits of SSN:** XXX - XX - _____

Employee Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

(REQUIRED for voucher delivery - PRINT CLEARLY) Email Address: _____@_____

PLEASE NOTE: By listing an email address you are authorizing your check stub voucher listing payroll notice of deductions to be sent to you electronically by email. You will receive an email from invoices@bartonstaffing.com confirming initial enrollment, and emailed Direct Deposit Vouchers every week. To ensure your payroll notice gets through your spam filter, please add invoices@bartonstaffing.com to your address book.

We **MUST** have a **VOIDED CHECK** and your **bank's provided ACH authorization form** in order to process your request. **You MUST be listed as the account holder for the account you are providing.**

If depositing to a savings account, please provide a **savings account deposit slip** and ACH form.

ATTACH VOIDED CHECK HERE

Entire Check to be deposited to: Account Type (check one): Checking Savings

Routing Number _____ Account Number _____

I authorize my employer and the financial institution identified above to remit my paycheck via ACH. This also includes my authorization for my employer to reverse any entries made in error. This authorization remains in effect until Barton Staffing Solutions, Inc. receives written notice from me. If I close the account above I will provide at least 2 weeks' advance notice to Barton Staffing Solutions. Submitting an incomplete form or failing to attach required bank documents will delay my direct deposit enrollment, and Barton Staffing shall not be responsible for any bank fees associated with your account.

*****Employee Signature:** _____ **Effective Date:** _____