

UNITED STAFFING SYSTEMS NOW HAS DIRECT DEPOSIT

In addition to the many benefits United Staffing Systems has to offer our working employees, we are glad to provide you with Direct Deposit.

This is how it works:

- You must complete the entire form. Please make sure your social security number is included.
- Fax copy of a voided check from your bank account. If the account is not a checking account, fax a pre-printed deposit ticket with the bank's name and account number on it. The bank must be a member of an Automated Clearing House.
- After the application is submitted, USS will process the paperwork. Once processed, it will take (14) business days for Direct Deposit to become effective. Please call Payroll @ (212) 743-0315 with questions regarding your effective date and your active Direct Deposit account.
- Once activated, there will be **no hours taken via phone** by the payroll office. You must fax your timesheets to payroll at **(212) 743-0308** no later than 11:00 am Monday. Please specify "Direct Deposit" on the top of the timesheet. In the event, if an original timesheet is only accepted for the company you are working for, we must receive the original timesheet in our office by 11am on Monday.
- The payment transaction to the bank takes place on Pay Day and takes two (2) business days to clear. Therefore, your funds should be available to you two (2) business days from the pay date.
- **While you are waiting for the Direct Deposit to go into effect, keep in mind that you must specify on your timesheet whether you will be picking up your paycheck here at United Staffing Systems or prefer to have your paychecks mailed to your address.**
- Once the Direct Deposit is in effect and the funds are being deposited into your bank account, you will receive a printed pay stub of your payroll hours in the mail for your records. **Should you want to terminate direct deposit, you must make a request in writing.**



DIRECT DEPOSIT INSTRUCTIONS

1. Read and fill in the Authorization Agreement
2. Determine where you want your paycheck deposited. You may have it deposited in any of your existing bank accounts.
3. Provide details concerning your existing bank account.
4. Return the completed Authorization Agreement to the Payroll Department via Fax: (212) 743-0308.

DIRECT DEPOSIT THROUGH PAYROLL AUTHORIZATION AGREEMENT

YES! Please sign me up for Direct deposit through Payroll. I authorize my employer, United Staffing Systems Inc., to deposit my paycheck directly into the account named below. This authority agreement will remain enforced until I have given written notice that I have terminated it or until my employer has notified me that this deposit service has been terminated. I understand that I must give advanced notice in regards to my cancellation of the direct deposit service; in order to allow payroll to execute my instructions within a reasonable time frame. If ever an incorrect amount should be entered into my account, I authorize my bank to make the appropriate adjustment.

Signature _____ Date _____

Name (Print) _____ SS# _____

Home Address _____

City _____ ST _____ Zip _____

Each payday, please deposit my entire net pay into the

Bank

Bank Address

Account #

Checking

Savings

Money Market

ABA (Routing) Number (first nine digits)

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Your ABA number appears at the bottom left hand corner of your check between markings.

For existing checking accounts, attach personal check with the word "VOID" written in large letters in ink across the face of the check. **DO NOT SIGN THE CHECK.**

The bank you specify must be a member of an Automated Clearing House.