

On-Site+Medical

S T A F F I N G

Direct Deposit Request

Phone: (260) 434-1981

FAX: (260) 459-3398

Employee Name (Printed):	Social Security Number:
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You may request that a certain amount or percentage of your paycheck be automatically deposited into accounts specified by you, provided the financial institution has an ACH routing number.

If all of your pay is deposited, you will receive a voided paycheck with the usual information on the stub. If only a portion of your pay is deposited, you will receive a paycheck for the remainder with the usual information on the stub.

In order to have your paycheck deposited directly into your account(s), please complete this form and return it to On-Site Medical Staffing. **(You must attach a voided check for each checking account and a deposit ticket for each savings account).** If neither is available, please request that the financial institution provide documentation to insure the correct routing number and account number. **(Requests will not be processed without the proper documentation).**

Once the information is received, there will be at least two weeks of test transmissions with zero amounts to verify the account number(s) before actual dollars are transferred.

To change or discontinue your direct deposit, please complete and forward a new request form to On-Site Medical Staffing.

If you have any questions, please contact the On-Site Medical Staffing payroll department at (260) 434-1981.

➤ **THIS PROCESS CANNOT BE COMPLETED UNLESS A VOIDED CHECK OR A COPY OF VOIDED CHECK IS ATTACHED TO THIS FORM.**

(C)hecking or (S)avings	Amount or Percent	Account Number	ACH Routing Number	Financial Institution

➤ Direct Deposits to new accounts will not take effect until after two pay periods.

Please deposit the amounts and/or percentages of my pay directly into the accounts shown above.

Employee Signature	Date
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