

EMPLOYEE DIRECT DEPOSIT AUTHORIZATION FORM

Please fill out this form and return to Hatch Staffing. If you do not have an active bank account on file or have not signed up for direct deposit before the established pay date, you will automatically be issued a Rapid PayCard until the proper direct deposit information is submitted.

What should I do if my account information changes? If your deposit account information changes for any reason, you must notify payroll immediately.

If your account is closed or frozen, the account or routing number is changed, or your account is otherwise unable to receive deposits and you do not notify Payroll one week before the established pay date, Hatch Staffing may not be able to change the payment information before the payment is sent. If the payment is sent to the wrong account because you did not inform Payroll of a change with sufficient time to change the payment information, Hatch Staffing is not responsible for the payment until it is returned by the financial institution.

If a payment is rejected or returned by your institution for any reason, Hatch Staffing cannot make a payment directly to you until the funds have been returned-usually 3-4 banking days after pay day. Then, a deposit will be made. This process may take an additional few days.

Employee Name:	Effective Date:
Address:	City / State / Zip:
Birth Date:	Social Security Number:
Phone:	Email:

To receive your pay via direct deposit or to enroll in the Rapid PayCard, please check the appropriate box. If choosing direct deposit, please check the box and fill out your account information in the section below and attach a voided check. **Do not attach a deposit slip; the routing number is not always correct.** If you don't have a voided check or a copy of a check, please have an authorized bank representative complete a direct deposit set-up form. **If the information is incomplete by the time of the established pay date, you will automatically be issued a Rapid PayCard until the proper information is submitted to Payroll.**

CHOOSE YOUR METHOD OF DIRECT DEPOSIT:

I request my direct deposit be placed in the following account(s):

BANK / CREDIT UNION	BANK ABA#	ACCOUNT#	NET PAY	TYPE OF ACCOUNT
	#	#	100%	<ul style="list-style-type: none"> • Savings • Checking

AND/OR:

I request my direct deposit be placed in the Rapid PayCard: **933-** _____ - _____ - _____

Financial Institution Name:	BANK ABA#	ACCOUNT	NET PAY	TYPE OF ACCOUNT
The Bancorp Bank	03-11-01-16-9	Rapid Paycard	100%	• Checking

I authorize HATCH STAFFING SERVICES to withhold the indicated amount(s), if available, from my pay, and deposit directly into the account(s) shown and/or I hereby authorize HATCH STAFFING SERVICES to assign a rapid! PayCard and initiate credit entries and any correcting entries to my assigned rapid! PayCard account. The direct deposit(s) will be made on each payday, unless I notify HATCH STAFFING SERVICES in writing of my intent to cancel. Upon HATCH STAFFING SERVICES's receipt of a request to cancel a direct deposit authorization, it shall become effective after a reasonable opportunity to act upon it.

In the event funds are deposited erroneously into my account, I authorize HATCH STAFFING SERVICES to debit my account(s) not to exceed the original amount of the credit.

I understand that HATCH STAFFING SERVICES reserves the right to refuse any direct deposit request. I also understand that all direct deposits are made through the Automated Clearing House (ACH), and that funds availability is subject to the terms and limitations of the ACH as well as my financial institution.

Note: If sending this form electronically, please type your initials and the last 6 numbers of your social security number in the signature field. If sending or faxing a paper copy, please print out and sign your name(s) in the signature box.

Employee Signature: _____ Date: _____