

**JACI CARROLL STAFFING
SIGN UP FOR DIRECT DEPOSIT!**

**INFORMATION ABOUT
DIRECT DEPOSIT**

If you wish to begin DIRECT DEPOSIT please read and complete this enrollment form and give it to your STAFFING CO-ORDINATOR at JACI CARROLL STAFFING SERVICES INC.

1. Your net pay can be directly deposited to ONE bank account at any FDIC insured Bank/Credit Union.
2. Deposits will be made to your account on Friday, which is our regularly scheduled payday.
3. You will continue to receive your check stub with your payroll information each pay period.
4. Direct deposits remain in effect until notification of cancellation is received from you. You MUST NOTIFY our Accounting Department immediately IN WRITING if you close or change your bank account for direct deposit.
5. Payroll deposits will begin after the pre-note process is completed which takes approximately 10 working days or more.
6. If you have cancelled Direct Deposit and wish to reinstate it at a later date, you must reapply and go through the pre-note process once again.

**AUTHORIZATION FOR
DIRECT DEPOSIT
FOR PAYROLL EARNINGS**

Please fill in and return to:

Jaci Carroll Staffing Services Inc
Attention: Accounting Department
PO Box 1525
Waterbury, CT 06721

I authorize JACI CARROLL STAFFING SERVICES INC to deposit my net paycheck in my Bank Account on Friday, the regularly scheduled payday. This authorization remains in effect until I cancel it in writing and deliver to Jaci Carroll Staffing Services Inc.

SIGNATURE

SS#

NAME(S) ON BANK ACCOUNT (PLEASE PRINT)

NAME OF BANK

ROUTING #

ACCOUNT #

CHECK ONE: SAVINGS CHECKING

DATE

**PLEASE INCLUDE WITH THIS FORM
A VOIDED CHECK IF DEPOSITING INTO
YOUR CHECKING ACCOUNT.**