DIRECT DEPOSIT / PAYROLL CARDS

Aiken Staffing Associates is pleased to announce our Direct Deposit and VISA Payroll Card options for our temporary employees. You may now choose to have your wages deposited into your checking or savings account or onto a pre-paid VISA card instead of receiving and cashing a paper check each week.

For Direct Deposit into a bank account, the authorization form must be completed with accurate bank information to insure proper funds allocation. Routing number and account number can be found on your personal checks. A checking account is not required to have funds deposited to a savings account.

PLEASE BE AWARE

- Each bank has its' own internal procedures and the funds are posted, depending on the bank, at different times of the day. This will affect the timing of funds availability, although our official weekly payroll day and time will remain the same. Our payroll time is Friday at 12 noon.
- You must allow 1-2 weeks for Direct Deposit to take effect after you complete and submit the form.
- You may stop Direct Deposit by providing a cancellation request in writing to the Aiken Staffing office. You must allow 7 days for the cancellation to take effect after you complete and submit the cancellation request.
- Payroll Cards are effective within 1-2 days. To cancel this form of pay, you must also request a cancellation in writing.

I have read and understand the Direct Deposit / Payroll Card and the procedures associated with the system.

_____ _____

Employee Signature Date

AIKEN
STAFFING

AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSIT

I authorize Aiken Staffing Associates and the bank indicated below to deposit my net pay automatically each payday. If monies to which I am not entitled are deposited to my account, I authorize my employer to direct the bank to return said funds. This authority will remain in effect until I have canceled it in writing.

Name (please print)_____ Date _____

Social Security Number: _____-_____-_____

Date of Birth: _____/_____/____

Signature_____

********** **NOW CHOOSE DIRECT DEPOSIT OR PAYROLL CARD** **********

Direct Deposit Information

Bank Name_____

Routing #_____ Account #_____

☐ Checking ☐ Savings

Global Cash Card Number (only given in office)

VISA Payroll Card # _____-_____-_____-_____