

Pay Selection and Direct Deposit Form

In addition to a standard paycheck, you have other convenient options for receiving your pay, including direct deposit or a payroll debit card. Please review below and make your selection by marking and initialing your choice and signing below.

Initials	DIRECT DEPOSIT – I select direct deposit for disbursement of my pay. I will complete the Direct Deposit section of this form below. I authorize Express Employment Professionals to initiate deposits of my net pay into the financial institution (Financial Institution) listed below, and further authorize the Financial Institution to credit the account indicated with the deposit. If funds to which I am not entitled are deposited in my account, I authorize debits from my account and the return of such funds to correct any errors. This authority is to remain in full force and effect until Express or the Financial Institution receives notification from me to terminate such authorization allowing a reasonable amount of time for Express and the Financial Institution to act on these instructions or until Express or Financial Institution cancels the direct deposit arrangement. Note: Setting up your direct deposit (and services that include payroll debit cards) takes about two (2) weeks. During this setup period you will be paid by check. In some cases, we can accept other debit cards as a form of direct deposit. Please ask your supervisor about this.				
	MONEY NETWORK SERVICE – I select to use the following option:				
□ Initials	am automatically eligible for the Card and there is no application or approval process. There is no monthly service charge for the Card as long as I am employed by Express Employment Professionals. All transaction fees are listed in the Money Network Welcome Kit.				
	Money Network Check. The Money Network Check is a paycheck that I can easily complete on or after each payday and can cash for free at Money Network check-cashing partners. There is no fee for using Money Network Checks.				
according	to the selection I initialed above. I und	derstand that I can ch ng Express of any cha	ange my pay selec nge to my account	or Money Network Service ("Service") ction at any time in the future. If I chose t's status. I also understand that changes o-week period. Date	
Print Nam	e	Date o	f Birth	Social Security Number	
Express Re	epresentative Signature		Date	Office Number	
Direct F	Deposit Directions – If Direct Depos	sit is selected, comp	lete the following:		
	- I Directions If Direct Depos				
Address:				Apartment Number:	
-				•	
	lephone Number:				
Funds car	n only be deposited into one account. Ple	ase select your direct	deposit account typ	e: Checking or Cavings	
Please en	ter account numbers EXACTLY as they	need to appear. See s	ample below for ex	amples of where to find the numbers:	
		kon pom			
Joe Smith 1234 Anystreet Court Anycky, AA 12346 Name of Your Bank:					
Paytet					
Bank An	pwhere Defins	Your 9-Digit Routi	ng Number:		
Benk An	/where Decors Page Page	_	-		

Date:_

Signature _____