



Payroll Card or Direct Deposit Pay Designation *AccountStaff™*

Direct Deposit Authorization Agreement:

I authorize Amtemp, Inc. to credit my account with the depository named below. The direct deposit(s) will be made on each payday, unless I notify Amtemp, Inc. in writing of my intent to cancel. Upon Amtemp, Inc.'s receipt of a request to cancel a direct deposit authorization, it shall become effective after a reasonable opportunity to act upon it. If Amtemp, Inc. erroneously deposits funds into my account, I authorize Amtemp, Inc. to initiate the necessary debit entries, not to exceed the total of the original amount credited for the pay periods involved in the transaction. A thirty dollar re-process fee occurs for deposits returned due to account closure or employee error. I understand that Amtemp, Inc. 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. In choosing Payroll Card option, I hereby authorize Amtemp, Inc. to assign a WEX rapid! PayCard and initiate credit entries and any correcting entries to my assigned WEX rapid! PayCard account. **Always verify your funds:** It is your responsibility to contact your bank to verify funds deposited to your account prior to using the funds. Amtemp, Inc. will not be responsible for overdrafts on your account.

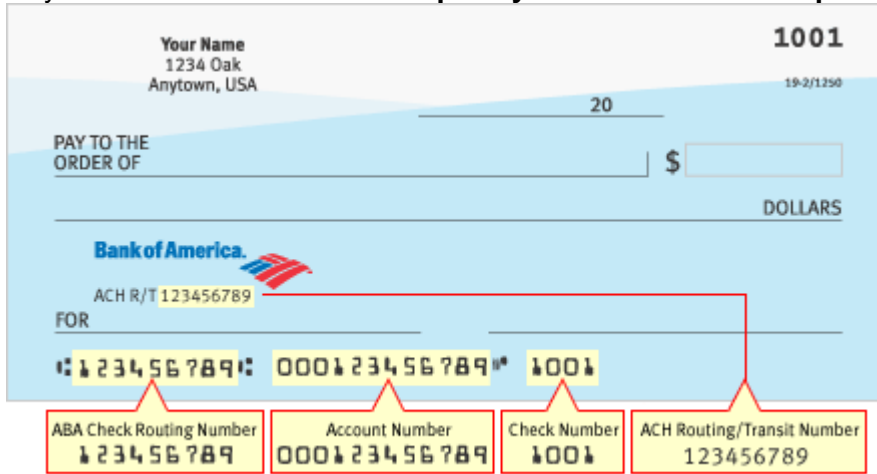
P – Mastercard® WEX rapid!® PayCard *(Photo ID required when initially picking up your payroll card at our office.)*
OR (Check one box to the left)

D – Direct Deposit into my bank account. *(Must have Check to Void with you at this time)*

If Direct Deposit to your bank account, Check One Box:

= **Checking Account (C)** or = **Savings Account (S)**

You must attach a **VOIDED** check that is **PRE-PRINTED** with your name and address. **Temporary checks are not acceptable.**



Electronic W-2's

Benefits of receiving your W-2 electronically:

Online delivery provides access to the W-2 statement earlier than the traditional mail process and eliminates the chance that your W-2 will get lost or delayed in mail, or if you change your address. Also, you can print multiple copies at your convenience.

Important Note: An employee who consents to receiving the W-2 online will not receive a paper copy in the mail. If the employee does not consent, we will mail out the W-2 to the address on record no later than January 31st each year.

Yes, please provide me an electronic W-2 only so I won't have to wait for paper copy.

My signature below indicates that I wish to have my pay depository selection, and have read and understand the Direct Deposit Authorization Agreement above. If I indicated preference for Electronic W-2, my signature below indicates understanding that I will receive electronic delivery of W-2 rather than paper W-2 copy.

Employee Information

Name	Social Security Number
Signature	Date

Accounting: _____ (A) Initial here once entered and approved.