



DIRECT DEPOSIT AUTHORIZATION

Labor Staffing Solutions offers direct deposit with any licensed banking institution, credit union or pre-paid debit card.

The Authorization Agreement below must be completed and returned to the Payroll Department for enrollment in the direct deposit program. The following are participation requirements:

- Deposits must be 100% of net pay.
- Deposits can be for savings OR checking, but may not be split between 2 accounts.
- Deposits can be for only ONE banking institution.
- All account information must be presented either by VOIDED check or Direct Deposit Authorization from your financial institution, including your account number and routing information.
- Please allow 5-10 business days for the payroll department to process direct deposit requests.
- Generally, funds are available Friday following your work week. In the event that a holiday or technical difficulty prevents Entech from processing payroll by Wednesday of each week, funds will not be available until the FIRST business day following the check date.

Please contact the Payroll Department at (248) 528-1444 for additional information.

**DETACH TOP PORTION FOR YOUR RECORDS
RETURN BOTTOM PORTION AND REQUIRED ATTACHMENTS**

Authorization Agreement for Automatic Deposits

I authorize Labor Staffing Solutions to make periodic deposits in the account identified below and authorize the Depository Financial Institution to accept these deposits. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments may be made electronically and under the rules of the National Automated Clearing House Association.

This authorization will remain in effect until written notice of termination is given to Labor Staffing.

I have attached a VOIDED check or letter from my Financial Institution which shows my Account # and Routing/Transit #.

Employee Name: _____ Last 4 Digits of Social Security #: _____

Employee Signature: _____ Date: _____

Submit to payroll by email at payroll@teamentech.com or by fax at (248) 743-1449