



We are pleased to offer you a payday convenience, direct deposit! You can have your paycheck automatically deposited in your checking or savings account.

Once your direct deposit has been activated you will receive your money weekly via your bank, typically on Wednesdays. You can access your check stub by going to www.paychexflex.com and creating an account. The amount of the deposit will also appear on your bank statement.

Employee's Authorization

Please fill out and return to the payroll department.

A voided check or a printed document from your financial institution must also be included.

I authorize the payroll department and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my:

_____ Checking account

_____ Savings account

This authority will remain in effect until I have cancelled it in writing.

_____	_____
EMPLOYEE NAME	EMPLOYEE SS#

FINANCIAL INSTITUTION	
_____	_____
ROUTING NUMBER	ACCOUNT NUMBER
_____	_____
SIGNATURE	TODAY'S DATE

This authorization form gives your company and your financial institution authority to deposit your pay to your account. The following payroll week your direct deposit will go into effect if there are no complications.

** Please note if there are errors in either your routing number to account number due to lack of documentation, your payroll will be delayed.

*Please contact **Kim Obermeyer** in the payroll department at (952) 926-4200 with any questions.*

Mail completed form and voided check to:

Staffing Partners – Administrative Group

Attn: Kim Obermeyer, Controller

5909 Baker Road, Suite 570

Minnetonka, MN 55345

01/02/23