

Associate Direct Deposit Authorization Form

Employee Name: _____

Social Security Number: _____

Office Contact Name: _____

Advantage Employee ID: _____

Office Phone: _____

(Completed by Advantage office personnel)

You may direct deposit your paycheck into three (3) different accounts. Indicate "Net Pay" on the account you wish to direct the balance of your paycheck.

- For CHECKING ACCOUNTS – please attach a voided check.
- For SAVINGS ACCOUNTS – please provide a "Request for Direct Deposit" form from your banking institution.

Check One:

Start a new direct deposit

Change an existing direct deposit (This change overrides any previous direct deposit selections)

Type of Account (Checking/Savings)	Name of Financial Institution and Branch Location	Routing Number	Account Number	Amount of Direct Deposit (Indicate "Net Pay" if you wish to have your entire check sent to this account)

By signing below, I authorize Advantage Technical Resourcing (Advantage) to automatically deposit my net pay to my accounts at the Depository Financial Institution(s) as indicated above. I understand that this agreement may be terminated by me or Advantage at any time.

I authorize Advantage to debit my account for the purposes only of correcting an erroneous credit previously initiated to my account provided that prior to the debit, Advantage has notified me of such debit and the reason thereof.

I agree to have my pay stub information provided in electronic form, which I will be able to access online. I understand that I will no longer receive a separate paper stub, but that I will be able to print the online electronic pay stub.

Employee Signature

Date

Completed Direct Deposit forms should be sent to Maureen Farah, Advantage Technical Resourcing, 888 Washington Street, Dedham, MA 02026, or faxed to 781-251-8771. For questions about Direct Deposit, email Maureen.Farah@advantageresourcing.com or call 800-588-0707, ext 8719.

**Allow up to three pay periods to verify the routing of your direct deposit before funds begin to be deposited.
Note: Expense reimbursements will be deposited in the employee's main account, which is the account marked "Net Pay".*