



4720 Village Square Dr., Suite. A, Paducah KY 42001

ACH Authorization Form

Please complete the information below and return to Temps Plus **within a week from receipt or start date.** If this form is not returned within that time frame you will automatically receive a U.S. Bank Pay Card in the mail at the address of record at the time you are hired. You may return your forms to the address above or fax to 270-442-6679.

I authorize Temps Plus to initiate electronic credit entries each pay period, and if necessary, debit entries and adjustments for any credit entries in error to my (circle your choice):

CHECKING ----- SAVINGS ----- BANK CARD ----- SUSPEND ACCT **

** If needed, please suspend direct deposit to my personal bank account immediately. I will (provide a new bank acct, or, I prefer to use my US Bank PAYCARD – **circle one option.**)

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

XXX - XX - (_____)

Employee Printed Full Name –AND- last 4 digits of your Social Security Number

Bank Name (please print) _____

Account Number _____

Routing Number _____

Bank City, State, Phone _____

Your Email Address: _____

Account Owner Signature _____

/ /
Date

YOU MUST ATTACH EITHER A PRE-PRINTED VOIDED CHECK OR DIRECT DEPOSIT FORM FROM YOUR BANK / CARD. See other options on back of form.

NOTE: Your name must appear on the account as an authorized user.

All IDs On Account?

Welcome Letter Given/Sent

Advise of Possible Delays

EMPLOYEE MEMORANDUM

RE: DIRECT DEPOSIT REQUIREMENTS

REQUIREMENTS:

1. You must provide your bank account information on a preprinted, computer generated form (i.e. voided check or counter check from your bank). Copies of checks are acceptable.
2. **You must complete a Temps Plus Direct Deposit Request Form!** If you only turn in a voided check or a letter from your bank, we will not process your request to enroll in direct deposit.
3. You must fill out the Direct Deposit Request form completely. If there is missing information, or if you did not attach the required bank account information, it will not be processed.
4. Your name must be on the account that you intend to have the funds deposited to or it will be returned.
5. You must have your forms submitted to our Payroll Department by Monday on the week you want it to take effect in order to ensure that it has time to process before payroll is run that week.
6. **If your employee account with TempsPlus is missing information (i.e. required IDs) your direct deposit will NOT be activated until these documents are received.**

Please note that ALL of these requirements are for YOUR protection. Hand written documents leave room for error. A simple number switch, a number left off, or marking an account checking when it should be Savings can delay or force a return of your deposit. If the deposit is returned, it can take up to a week for the funds that were sent to the wrong account to be returned. Temps Plus cannot reissue or refund an employee's funds until they are returned to us, which means you won't get your funds for at least another week. We hope to help prevent this by adhering to the requirements above.

TYPES OF DOCUMENTS WE DO NOT ACCEPT:

1. Hand written bank account numbers either from an employee or their bank.
2. Letters from your bank which do not clearly identify the employee (i.e. do not include either their address, date birth, or a telephone number to match in our records) and which include hand written account numbers.
3. Deposit slips for savings accounts if you are intending to deposit into a checking account.
4. A hand-written account deposit information card. These are common from credit unions.
5. An email from an employee where the account information has been typed in. We will accept it if it is an ACH Deposit Form forwarded from their bank and includes their ACH/direct deposit information and it comes from an email account which we already have on file, however, you must also include the Temps Plus Direct Deposit Request Form. If we do not receive both documents, we will not process the request.
6. If you submit any of the documents listed above and choose to waive responsibility for their accuracy, TempsPlus will not be responsible for your deposit should it not be received.

WAIVER: I understand that the document(s) I submitted for my direct deposit authorization do(es) not meet the company requirements stated above and I take full responsibility if my information is incorrect, up to and including, delays in payment and unrecoverable funds.

Employee Signature: _____

Date: _____