

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 to ensure that it has time to process before payroll is run that week.
6. **If your employee account with Temps Plus 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. Handwritten 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 funds 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 will not 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. Handwritten 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 of 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 handwritten 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, Temps Plus will not be responsible for your deposit should it not be received.

WAIVER: I understand that the documents 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: _____