



## DIRECT DEPOSIT

To better serve you, we are pleased to announce the availability of Direct Deposit for your weekly payroll checks. Attached is a Direct Deposit Enrollment Form which must be completed in its entirety and faxed along with a copy of a cancelled check to our payroll department at 954.851.0699. The original documents must be mailed to:

PERSONALLY YOURS STAFFING  
P.O. BOX 267085  
WESTON, FL 33326

Upon receipt by our accounting department, the enrollment form will be processed with \$1.00 to be credited to your account from your next check. Upon receipt of this first deposit you must e-mail [accounting@pystaffing.com](mailto:accounting@pystaffing.com) acknowledging receipt of this test amount. Our accounting department will then activate direct deposit for the entire amount of future checks.



**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)**

Application is hereby made to participate in the Payroll Deposit Plan whereby my wages or salary will be deposited into my Checking [ ] Savings [ ] account with the bank named below.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Bank Name : \_\_\_\_\_

Check One:  Checking

Bank Address : \_\_\_\_\_

Savings

Checking Acct. # : \_\_\_\_\_

If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid in a timely manner.

Routing Number : \_\_\_\_\_

I hereby authorize my employer to deposit my wages or salary directly into my account with the above-referenced bank on scheduled payroll dates. This authority is to remain in full force and effect until Personally Yours Staffing has received written notification from me of its termination in such time and in such manner as to afford Personally Yours Staffing a reasonable opportunity to act on it. Further, I authorize Personally Yours Staffing and SunTrust Bank to withdraw any funds that may have been deposited into my account in error.

Associate Signature: \_\_\_\_\_ DATE \_\_\_\_\_

**IMPORTANT: Funds transmitted by "Direct Deposit" may take up to 48 hours to be posted to your account. Always verify that your account has been credited with direct deposit funds prior to writing checks or otherwise making withdrawals from your account: PLEASE INITIAL: \_\_\_\_\_**

**An Original cancelled/voided check must accompany this document prior to implementation of this authorization by Personally Yours Staffing.**

*Mail Original To:  
Personally Yours Staffing  
P.O. Box 267085  
Weston, FL 33326*