



Authorization for Direct Deposit

How are direct deposits made?

Lanmark Staffing arranges to have the net amount of your paycheck electronically transferred to your financial institution for deposit in your account.

You'll know your pay as been deposited because Lanmark Staffing will continue to issue you a paycheck stub via email. In addition, your institution will show the deposit on your statement.

How to Enroll For Direct Deposit:

- Read and complete this Authorization Agreement allowing Lanmark Staffing to automatically deposit your regular paycheck to your checking, savings, or money market account at your financial institution.
- Determine where you want your paycheck deposited and provide details concerning your existing bank account, such as a VOIDED CHECK OR DEPOSIT SLIP.
- Return the completed Authorization Agreement to Lanmark Staffing Payroll Department.

Employee Information:

First Name	Last Name	Soc Sec #
Street Address	City, State	Zip Code

Bank Information:

Bank Name	Street Address	City, State, Zip Code										
Account Number	Type Account: Checking Saving MM	Transit Routing Number <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> This # appears at the bottom of your checks between the markings										

I authorize Lanmark Staffing to deposit my paychecks with the financial institution I have indicated above. The financial institution is authorized to credit those deposit(s) indicated. This authority will remain in effect until I have given 30 days written notice of its termination or until Lanmark Staffing or the financial institution has given me 10 days notice that this direct deposit has been terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be entered into my account, I authorize my financial institution to make the appropriate adjustment.

Signature

Date