

DIRECT DEPOSIT FORM

EMPLOYEE'S AUTHORIZATION - Please fill out and return to The Ethan Allen Personnel Group

I authorize The Ethan Allen Personnel Group and the financial institution listed below to initiate electronic credit entries each pay period. And, if necessary, to make debit entries and adjustments for any credit entries made in error to my account. This authority shall remain in effect until:

- My file becomes inactive due to a 90 day interruption in work
- I submit my original signed timecard late
- I submit a written cancellation to The Ethan Allen Personnel Group at least 5 business days prior to my payroll date.

I acknowledge the following conditions:

- Direct Deposit may take up to 2 weeks to activate. Direct Deposit may take up to 3 weeks to activate if I do not attach a voided check or statement from my bank with my account information.
- Direct Deposit cannot be made unless the original signed time card is received by The Ethan Allen Personnel Group by Monday at 5:30pm.
- Direct Deposit may take up to 48 hours to post in my account.
- If I have any changes to my bank information or if my file becomes inactive, I am responsible for completing another Direct Deposit Form.

Checking Account

Savings Account

Bank Name

Bank Address

Exact Name on Account

Branch Location

			-			-				
--	--	--	---	--	--	---	--	--	--	--

Social Security Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank ABA Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Account Number

Employee Signature

Date

signature authorizes use of direct deposit

Name on Account

Please attach a copy of a voided check

Bank Name,
Address &
Branch Location

TOM TEMPORARY		101
59 Academy Street Poughkeepsie, NY 12601		DATE _____
Pay to the Order of:	VOID	\$ []
		Dollars
For _____		
I: 021001033 I: 012345678 II: 0101		

Bank ABA Number

Bank Account Number