

Ethan Allen Staffing Direct Deposit Form

I authorize Ethan Allen Staffing 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
- If I do not submit my original timecard on time.
- I submit a written cancellation to Ethan Allen Staffing 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 timecard is received by Ethan Allen Staffing 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.

Please attach a copy of a voided check

Select One:	<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
Do you currently have Direct Deposit set up with Ethan Allen:	<input type="checkbox"/> YES <input type="checkbox"/> NO *If yes please fill out a Stop Direct Deposit Form
Bank Name:	
Exact Name on Account:	
Social Security Number:	
Bank Routing Number:	
Bank Account Number:	

Employee Signature

signature authorizes use of direct deposit

Date