



## DIRECT DEPOSIT FORM

Efro Staffing offers Direct Deposit to its employees. Direct Deposit is a program in which your pay is automatically deposited into your checking or savings account. Direct Deposit is the safest, most confidential way to get your money into your checking or savings account.

The following will be the new payroll procedures:

You may choose Direct Deposit or continue to have a check prepared.

SIGNED timesheets are due by Tuesday at 1:00 PM.

If you choose to receive a check, they will be available for pick-up or to be mailed to you as usual. Employees choosing to have Direct Deposit will have the Funds available in their accounts on Friday mornings.

Direct Deposit is a free benefit. To enroll please complete the information listed below and attach a VOIDED check, or statement (bank information portion only) from the account into which you want your pay deposited.

It takes two pay cycles for Direct Deposit to be active. Please call the office if you have any additional questions.

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Checking or Savings (please circle one)

Account #: \_\_\_\_\_ Bank ABA Routing Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_