

QUEST PERSONNEL RESOURCES DIRECT DEPOSIT FORM

For Bank Use Only

I certify that this bank participates in the program for Direct Deposit of wages through the National Automated Clearing House Association.

Routing #

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(Numeric only)

Name of Bank

Branch

Main Address of Bank

Main Phone # of Bank

Signature

Title

Employee Use only: Choose One Direct Deposit Option

- Entire amount deposited to my checking account
- Entire Amount deposited to my savings account

PLEASE ATTACH A VOIDED CHECK

Checking Account #

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Savings Account #

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Employee Use Only I Authorize the Payroll Department to initiate the action to automatically deposit my Quest Personnel Wages into my checking or savings account at the above referenced commercial bank, and in the manner opted above for each pay period. I hereby authorize and acknowledge that if an amount is deposited to my account in excess of my due wages, as the result of an error, I must refund this excess via payroll deductions or check to Quest Personnel within five (5) calendar days of notification.

Employee Name

Social Security Number

Signature

Date

DIRECT DEPOSIT

What is direct deposit?

- Direct Deposit allows you to have your paycheck directly deposited into your bank account. You may indicate how you would like your checks to be deposited (i.e., all into checking or all into savings).
- Your Bank must participate in a program from Direct Deposit through the National Automated Clearing House Association. Many major banks do participate – check with your bank to verify before signing up for the program.

Signing up for Direct Deposit

- Complete the form on the reverse side:
 - Have the section titled “For Bank Use Only” filled in by a representative of your bank.
 - Fill in your personal information and indicate how you would like to have your check deposited
 - Attach a voided check to the form.

Your First Direct Deposit Paycheck

- After direct deposit is in effect, you will continue to receive a pay envelope and a paycheck “stub”. Your stub will indicate your account number and the amount deposited.
- **AS SOON AS YOU RECEIVE YOUR FIRST AUTOMATED DEPOSIT, PLEASE CALL YOUR BANK TO MAKE SURE THE DEPOSIT IS CORRECT BEFORE WRITING ANY PERSONAL CHECKS.**

Changing Bank Accounts

- If you change bank accounts, you may receive a “live” check for at least one pay period while the change is processing. Be sure to review each pay envelope carefully.

Questions?

- If you have any questions, please contact Terri in the payroll department.