



DIRECT DEPOSIT AUTHORIZATION FORM

BENETEMPS, INC. dba BTHR Solutions will arrange to have your paycheck direct deposited into your bank account(s). You may elect up to two accounts – checking, savings or both. Please complete the information below and attach a voided check for any checking accounts. It will take **2-3 weeks** for your direct deposit to begin. During that time, you will receive a “live” check. Once your direct deposit is active, your pay statements will be available via the internet on ADP's Workforce Now secure website. Instructions will be provided at the start of your assignment.

Please return to Beth Kilcup via email (beth@bthrsolutions.com) or by fax # 781-474-5642.

Important! Please read and sign before completing and submitting.

I hereby authorize BENETEMPS, INC., either directly or through its payroll service provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter “Bank”) indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by BENETEMPS, either directly or through its payroll service provider, to my account. In the event that BENETEMPS deposits funds erroneously into my account, I authorize BENETEMPS, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until BENETEMPS and Bank have received written notice from me of its termination in such time and manner as to afford BENETEMPS and Bank reasonable opportunity to act on it.

Employee Name

Social Security Number

<u>Bank Name</u>	<u>Routing/ABA Number</u>	<u>Account Number</u>	<u>100% or \$ Amount</u>	<u>(C)hecking/(S)avings</u>

Employee Signature

Date