

Skill Force

DIRECT DEPOSIT...SIGN UP TODAY!

CONVENIENCE

Direct Deposit means you no longer have to come to pick up your paycheck, wait for it to arrive in the mail or try to make it to the bank before closing. Your paycheck will be automatically deposited, even if you are out of town.

SECURITY

Since your paycheck is automatically deposited into YOUR account, there is no danger of loss, theft or forgery.

RELIABILITY

With Direct Deposit you will not have to worry about any unexpected delays or problems. You will receive a statement itemizing all deductions and telling you the exact amount that has been deposited into your account. This statement will be mailed to you in the same manner as you would receive a paycheck.

To enroll in Skill Force's Direct Deposit simply:

1. Complete all sections of the Authorization for Direct Deposit located below.
2. Attach a VOIDED CHECK for your account to the Authorization Agreement.
3. Return the completed form to Skill Force.

After we receive a confirmation from your bank, your net paychecks will be deposited directly into your account.

Call Accounting if you have any other questions.

Automatic Direct Deposit AUTHORIZATION AGREEMENT

____ I hereby authorize Skill Force to deposit my entire net payroll check into my account as indicated below each pay period. I authorize Skill Force to withdraw any funds deposited in error into my account.

____ I hereby cancel authorization for direct deposit previously submitted.

Your Name _____ Social Security # _____

Signature _____ Date _____

Bank/Credit Union Name _____ City/State _____

Transit/ABA # _____ Account # _____

(Call your Financial Institution to be certain of these numbers)

Type of Account:

Checking:

Savings

All information is considered PERSONAL and CONFIDENTIAL and will be used by our payroll department only.



Our Goal is to Exceed Your Expectations

Phone: 919-465-2299 Fax: 919-465-2322

www.skill-force.com