

# Paycheck Option Form

Contemporary Staffing Solutions offers two electronic payment options for our Associates. CSS is not responsible for checks lost or delayed as a result of the USPS. We highly recommend employees select one of the electronic options available.

Per state law, employees living in the following states may only select an electronic payment method: Alabama, Arizona, Indiana, Iowa, Kentucky, Louisiana, Maine, Massachusetts, Michigan, North Carolina, North Dakota, Oklahoma, South Dakota, Tennessee, Texas, Utah, Washington, Wisconsin.

## Direct Deposit

Have your check deposited right into your checking or savings account.

\*Please fill out the lower portion of this page.

## Wisely Direct

Have your check deposited safely and conveniently onto a debit card. Enroll when you receive your ADP registration email or at <https://info.mywisely.com/direct/>.

\*You should receive your card in the mail 7-10 business days after enrollment.

## Direct Deposit Authorization

<b>Employee Name:</b>		
<b>Address:</b>		
<b>Phone &amp; E-mail:</b>		
<b>Last 4 of SS# &amp; D/O/B:</b>		
<b>BANK Account Type:</b>	<input type="checkbox"/> <b>CHECKING</b>	<input type="checkbox"/> <b>SAVINGS</b>
<b>BANK Name:</b>		
<b>BANK Routing # (9-digits):</b>		
<b>BANK Account #:</b>		

I hereby authorize Contemporary Staffing Solutions, Inc., hereinafter referred to as CSS, to initiate credit entries to the account indicated at the BANK named above. I acknowledge that this authorization is to remain in full effect until CSS Payroll has received official notification from me of its termination. Official termination is to be made in writing and sent via email to your CSS Staffing Specialist or to payroll@contemporarystaffing.com. I recognize that it is my responsibility to inform CSS Payroll no later than close of business Monday of any intention to terminate a pending transaction. I am aware that Direct Deposit may take 2-3 weeks to become active. If you cancel prior to a transaction being processed in any given week it may result in a delayed payment while CSS waits for confirmation from BANK that funds will be returned. Processing time varies by depository. In the event I request direct deposit to be cancelled after a transaction is processed and/or funds are credited to my account in error, I understand CSS may need to pull back the funds, which will result in a debit to my account.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### Internal Department Use Only:

Short ID: \_\_\_\_\_

Start Date: \_\_\_\_\_

Assignment GP ID: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Sent By: \_\_\_\_\_

Date Sent: \_\_\_\_\_