

H&H STAFFING SERVICES DIRECT DEPOSIT AUTHORIZATION FORM

I hereby authorize H & H Staffing Services, Inc. (hereinafter "H&H") to deposit any amounts owed me through the regular payroll process 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 H&H to my account. In the event that H&H deposits funds erroneously into my account, I authorize H&H to debit my account for an amount not to exceed the original amount of the erroneous credit. I understand that if my direct deposit does not process correctly due to an invalid account or routing number being listed on this form H&H will not be able to reissue that deposit or process any payment to me until H&H receives official confirmation of the error from their ECH Processing Center and those funds are returned to H&H's Account. All H&H payroll practices and procedures continue to apply whether you choose the direct deposit or paper check option. Allow up to 7 days for initial direct deposit set-up after H&H receives this authorization form (all fields required).

This authorization is to remain in full force and effect until H&H and Bank have received written notice from me of its termination in such time and in such manner as to afford H&H and Bank reasonable opportunity to act on it (5 or more business days before payday). H&H reserves the right to cancel or modify this agreement with or without written notification. Paystubs will be made available for pickup at the H&H branch office during normal business hours.

Employee Name: _____ Social Security #: _____ - _____ - _____

Employee e-mail address: _____

Employee Signature: _____ Date: _____

Account Information Account Type (Mark One): Checking Savings Cancel Direct Deposit

Bank Name: _____

Bank City/State/Zip: _____

Routing Transit #: _____ Account Number: _____

ATTACH VOIDED CHECK HERE & RETURN TO H&H

