

DIRECT DEPOSIT ENROLLMENT FORM

To enroll in Direct Deposit, simply fill out this form and send it to the Payroll Manager. **Supply a voided check or letter from your banking institution** for each account listed below. This will help ensure that you are paid correctly.

FAX # 972-484-3925 or mail to: Northpointe Centre 12005 Ford Road, Ste 545 Dallas, TX 75234
OR EMAIL sonjaa@cnstaffing.com

Important: Please read and sign before completing and submitting.

I hereby authorize my employer (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institution (s) (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I authorize Company 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 Company and Bank have received written notice from me of its termination in such time and in such manner as to afford Company and Bank reasonable opportunity to act on it.

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

Employee Signature: _____ Date: _____

Company Name: **Cn Staffing, inc.**

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Account Information: You may choose up to ten accounts.

(your last item MUST be for the remaining amount owed to you.)

1. Bank Name/City/State: _____

Checking _____ Savings _____ Account Number _____

Routing Number _____

I wish to deposit: \$ _____ or Entire Net Amount _____

2. Bank Name/City/State: _____

Checking _____ Savings _____ Account Number _____

Routing Number _____

I wish to deposit \$ _____ or Remaining Net Amount: _____ Deposit _____ Check _____

Note: Direct deposits will not be processed without a copy of a voided check or a letter from your bank.

To stop your Direct Deposit you must submit in writing your request to end your direct deposit. Please indicate if this is a one time stop or if this account must be deleted. **This must be done no later than Tuesday.**

Checking mailed or picked up on your time sheet will NOT stop your Direct Deposit

It is **your** responsibility to work with your bank on any banking issues. If you cancel, change account numbers, or banks to your direct deposit, you MUST start the process all over again to re-instate it. If you have ANY questions, please contact Sonja at 972-484-3922 or you may send an email at sonjaa@cnstaffing.com



Cn Staffing inc
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