

direct deposit payroll

GET PAID FASTER WITH DIRECT DEPOSIT.

IT'S CONVENIENT, SAFE, RELIABLE & FREE!

Waiting for your paycheck to arrive. Waiting in line at the bank. Waiting for funds to transfer. Too often, payday turns into a tedious and frustrating waiting game. But not at Lakeshore Staffing!

Get paid automatically with Direct Deposit Payroll. It's a service we offer to all of our employees. Your pay will be electronically transferred directly and safely into your bank account, where it will be immediately available for your use. Keeping records is easy, because we issue you a Deposit Advice Notice that serves as a receipt for the electronic transfer.

Signing up for Direct Deposit is simple! Just complete the Authorization form on the back side, and **attach a voided check**. Direct Deposit will then begin with the next pay period.



People • Passion • Energy

The Lakeshore Companies
Corporate Office
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Chicago, IL 60606
www.lakeshorestaffing.com

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AUTHORIZATION FORM

I (we) authorize Lakeshore Staffing Inc., hereinafter called "Company" to initiate credit entries to my (our) account indicated below, and the institution named below, hereinafter called "Institution", to deposit to the same such account.

I (we) further authorize "Company" to initiate debits to my (our) account to correct any errors, and "Institution" to initiate any such corrections to my (our) account. This authority is to remain in full force and effect until "Company" and "Institution" has received written notification from me (or either of us) of its termination in such time and in such manner as to afford "Company" and "Institution" a reasonable opportunity to act on it prior to depositing the account.

Employee Name

Address

City, State, and Zip Code

Email Address

Telephone Number

Social Security Number

Bank Institution

Account Number

Bank Routing Number

Checking

Savings

Signature & Date

Call (312) 251-7575 with any questions.

For Office Use Only:

Co. Code: _____ Effective Date: _____ Initials: _____