DIRECT DEPOSIT

Landrum Staffing Services, Inc. and **Landrum Professional Employer Services, Inc. IV** offer Direct Deposit, or more appropriately, Automatic Deposit, as a benefit to employees. Here's how it works. You complete the authorization agreement below, which tells us the name of your bank and your account information. Instead of delivering your check, we deliver your check stub to you and your money is deposited by a national network of automated clearing houses (ACH's) into almost any financial institution in the country.

It takes up to three (3) business days for the ACH to deposit your money into your account. Therefore, **money is guaranteed available to you by the third day after payroll is processed**. *NOTE: Bank holidays could cause an additional day delay.*

If you would like to receive your money through Automatic Deposit, complete the form below, **staple a voided check to the form, sign the form and mail it to Landrum Staffing or Landrum Professional**. **If faxing, make a copy of the voided check and fax it to 850-478-4559 along with this completed form.**

You must give two (2) weeks notice to make changes to direct deposits or close an account. This authority is to remain in full force and effective until we receive written notification from you or notification of termination.

If you have not received a pay check within a 60-day period, this authorization will be considered inactive. To reactivate this authorization, you must contact our payroll department before the end of the pay period in which you desire to receive your pay check via direct deposit. If your direct deposit is inactive, you will receive a check.

You must **attach a copy of your personal check or a voided personal check to this form** if you want automatic deposit into a checking account**. It takes up to three pay periods to process this request for setup or change of direct deposit,** because the account number must be verified through the ACH before we can start transmitting funds to your bank account**. In the meantime, you will receive an actual check for your payroll, so be sure to check your pay envelope each pay period to see if it contains an actual check.**
If you have any questions regarding Automatic Deposits, please call our Payroll Department at (850) 476-5100, or (800) 884-0457.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS
LANDRUM STAFFING SERVICES and LANDRUM PROFESSIONAL EMPLOYER SERVICES, INC. IV

I hereby authorize Landrum Staffing or Landrum Professional to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my:

_____ Checking Account _____ Savings Account

Bank Name: _____

Transit/ABA#_____ Account No._____

_____ NEW REQUEST _____ CHANGE REQUEST

PRINT NAME: _____ SS#: _____

SIGNATURE: _____DATE: _____

EMAIL ADDRESS: _____

You are responsible for ensuring funds have been received in your account PRIOR to writing checks.