

# Direct Deposit Form

**IMPORTANT! Please read and sign before completing Direct Deposit form and submitting.** I hereby authorize Construction Recruiters America Staffing, Inc. (hereinafter CRAS) to deposit any amounts owed to me by initiating credit entries to my account at the financial institution as indicated on this form. Further, I authorize the bank of my choosing to accept and credit any credit entries indicated by CRAS to my account. In the event CRAS deposits funds erroneously into my account, I authorize CRAS to debit my account for an amount not to exceed the original amount of the erroneous credit. I understand that in the event my direct deposit does not process correctly due to an invalid account and/or routing number being listed on this form, CRAS will not be able to reissue that deposit or process any payment to me until CRAS receives official confirmation of the error from their bank and those funds are debited to CRAS's Account. For questions about this form feel free to contact payroll@crastaffing.com. Further I will fully reimburse CRAS for any expenses it may incur ordering a stop payment of the check or in issuing a duplicated while the original is still outstanding, including any attorney fees.

In order to ensure proper processing please attached either a voided check or a direct deposit form from your bank. Direct deposit requests made without a voided check or a direct deposit authorization letter issued from your bank may be delayed for verification purposes. Direct deposits will be deposited into your account in full. CRAS is not able to split your pay between accounts or issue partial payment via check. Once you have signed up for direct deposit you will no longer receive a live check from CRAS. Your pay stub includes your earnings as well as deductions in which you can view online at Paycom.com.

This authorization is to remain in full force and effect until CRAS and Bank have received written notice from me of its termination in such time and in such manner as to afford CRAS and Bank reasonable opportunity to act on it (4 or more business days prior to payday). CRAS reserves the right to cancel or modify this agreement with or without written notification.

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Social Security #)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

## **INCLUDE DIRECT DEPOSIT BANK AUTHORIZATION LETTER OR VOIDED CHECK**

### ACCOUNT INFORMATION (Mark one ONLY)

Checking ☐ Savings ☐ Please Cancel Direct Deposit ☐ Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Bank City/State/Zip

\_\_\_\_\_  
Routing Transit Number

\_\_\_\_\_  
Account Number

**(NOTE: Routing Numbers beginning with a 5 are NOT valid for direct deposit).**