

FAX 561-0635



EasyPay Authorization Form

better work, better life

Name: _____ Last 4 SSN: _____ Daytime Phone Number: _____

The Adecco EasyPay Program simplifies your pay by offering you electronic payroll choices that are safer, faster and more convenient than paper paychecks and paper advices.

Please make your selections below:

Direct Deposit into my Financial Institution: (Include a blank voided personal check. If you are requesting direct deposit into a credit union account, please contact your credit union to obtain the correct routing number and account number. The routing number and account number below must be the same as the numbers on the attached document.)

<u>Routing Number</u> (must be 9 digits and cannot start with the number 5)										
Action	Account Number	Financial Institution (Name, City & State)				Type	Credit Union			
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete						<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Yes <input type="checkbox"/> No			

OR

Citibank Paycard (Proxy Number:)

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(not offered in the State of Vermont)

Our standard method for providing you with your pay advice (pay stub) is electronic. You may view your pay advice on-line and print a copy by logging on to the ePayroll services website at <http://epayroll.theworknumber.com/adecco>

OR

Call toll free 1-800-978-3729.

If you wish to receive your Direct Deposit pay advice by mail, you must check the box below.

I do not wish to receive my pay advice on-line. Please mail my pay advice.

One of Adecco's top priorities is to ensure that you are paid promptly and accurately on Adecco's scheduled payday, which is Friday. Please review the following and indicate your understanding and acceptance of the terms and conditions of direct deposit by signing below.

- Direct Deposit and Paycard are benefits provided by Adecco, by signing below you have voluntarily chosen to receive your wages, including any final wages, by direct deposit or Paycard instead of receiving an Adecco-generated paycheck through the mail.
- Funds are deposited/available on payday but manual checks may be provided at Adecco's sole discretion without prior notice.
- Due to the nature of the electronic funds transfer process in rare cases you may incur delays receiving the funds in certain situations, including but not limited to bank or legal holidays, acts of God, electronic failures and Adecco or bank errors.
- If you do not report your hours worked using an appropriate time capture method and during the appropriate timeframe, transfer of funds may be delayed.

I hereby authorize Adecco to transmit, electronically or otherwise, the data contained in this form or any other information required to process my pay and to deposit my net pay in the account as indicated above. In case of overpayment, I authorize Adecco to either directly withdraw funds from the above bank account or directly withhold any monies from future deposits. If Adecco is unable to withdraw/withhold money, I will remit to Adecco, by check or money order, all monies paid. I also authorize Adecco to contact the bank to verify any of the above information. I hereby release Adecco from any liability associated with the transmission of the data and/or the availability of funds including but not limited to bank fees, penalties, interest charges or other costs. I understand that I will need to contact my bank directly to verify the availability of funds.

Employee Signature _____ Date _____

I decline the use of Adecco EasyPay at this time and request a paper check.
Please provide a reason:

Employee Signature _____ Date _____