



DIRECT DEPOSIT AUTHORIZATION AND CHANGE REQUEST

Employee Name: _____ Social Security #: _____

I hereby authorize J. Gregory PEO, LLC. to initiate credit and/or debit entries (if necessary) and adjustments for any credit entries in error to my account. **Deposit entries are to be made to the following checking accounts, savings accounts, or Rapid! PayCard accounts:**

Depository Account #1

Bank Name: _____

Routing/Transit Number: _____ Account Number: _____

Type of Account (select one): Checking Savings Select One: Activate New Direct Deposit Cancel Existing Direct Deposit

Amount of Paycheck: _____ or Percentage of Paycheck: _____

Depository Account #2

Bank Name: _____

Routing/Transit Number: _____ Account Number: _____

Type of Account (select one): Checking Savings Activate New Direct Deposit Cancel Existing Direct Deposit

Amount of Paycheck: _____ or Percentage of Paycheck: _____

Please attached a VOIDED CHECK if depositing to a checking account and/or a VOIDED DEPOSIT TICKET if depositing to a savings account.

I would like to request a Rapid! PayCard Visa Payroll Card to use for automatic direct deposit of my pay check.

I do not wish to participate in automatic direct deposit. I wish to receive a live check with each payroll.

This authority is to remain in full force and effect until J. Gregory PEO, LLC., has received written notification from me of its termination within a reasonable time and manner to allow J. Gregory PEO, LLC. to act upon said request. There will be approximately one pay cycle of pre-noting until direct deposit is established. ALL FINAL PAYCHECKS WILL BE ISSUED AS LIVE PHYSICAL CHECKS, NOT DIRECT DEPOSIT.

Employee Signature

Date