

# HB Staffing



## Authorization for Direct Deposit

I authorize HB Staffing to deposit my pay to the account indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford HB Staffing a reasonable opportunity to act on it. I understand that establishing a direct deposit to my account may take up to 3 pay cycles.

NAME ON BANK ACCOUNT:

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BANK ACCOUNT NUMBER:

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BANK ROUTING NUMBER:

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Checking Savings

PLEASE ATTACH A VOIDED CHECK FOR THE BANK ACCOUNT TO WHICH FUNDS SHOULD BE DEPOSITED

EMPLOYEE SIGNATURE

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DATE

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ADDRESS

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\*\*Direct Deposit is not mandatory and is optional for the HB Staffing employee.

Please submit this completed form attached to either a voided check or a printed statement from your bank with: Name on the account plus the bank account and routing number to [astone@hbstaffing.com](mailto:astone@hbstaffing.com).