

# DIRECT DEPOSIT AUTHORIZATION FORM

Direct Deposit enables Beacon Hill Staffing Group, LLC to deposit your regular net pay directly to your bank account each payday. Instead of a check, you receive a deposit advice which shows your gross pay, deductions and take home pay. To take advantage of this service, all you need to do is:

1. Fill in the requested information.
2. Attached voided check(s) for verification of bank information.
3. Sign the form and return to Beacon Hill Payroll Dept. or fax to (617) 227-1220.
4. Direct Deposit will begin in approximately 3 weeks.

YOUR NAME: \_\_\_\_\_  
 SOCIAL SECURITY #: \_\_\_\_\_  
 BRANCH: \_\_\_\_\_

PLEASE CHECK ONE OF THE FOLLOWING:  
 New Authorization  
 Changing My Bank(s)  
 Cancel My Direct Deposit  
 Changing Deposit Amount

ACCOUNT #1 INFORMATION
BANK NAME
PHONE
ABA/ROUTING #
ACCOUNT #
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

ACCOUNT #2 INFORMATION
BANK NAME
PHONE
ABA/ROUTING #
ACCOUNT #
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

ACCOUNT #3 INFORMATION
BANK NAME
PHONE
ABA/ROUTING #
ACCOUNT #
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

**\*\*\* PLEASE CALL YOUR BANK TO VERIFY ABA/ROUTING AND ACCOUNT NUMBERS \*\*\***

DEPOSIT MY ENTIRE NET PAY TO ACCOUNT #1  
**OR**

DEPOSIT A **FIXED AMOUNT** OF \$ \_\_\_\_\_ **ACCOUNT #1** \$ \_\_\_\_\_ **ACCOUNT #2** \$ \_\_\_\_\_ **ACCOUNT #3**

I authorize Beacon Hill Staffing Group, LLC and the bank(s) named above to deposit my net pay directly to my account(s) each payday. I also authorize Beacon Hill Staffing Group, LLC to make any adjustments for any overdeposit which may occur. This authority will remain in effect until I cancel it in writing. I understand any change or add to my routing or account number information requires my account to be pre-noted again, and I will receive at least one real check during this time.

Signed \_\_\_\_\_ Date \_\_\_\_\_

	<b>ATTACH VOIDED CHECK FOR ACCOUNT #1 HERE</b>	
	<b>ATTACH VOIDED CHECK FOR ACCOUNT #2 HERE</b>	
	<b>ATTACH VOIDED CHECK FOR ACCOUNT #3 HERE</b>	

STAPLE HERE

STAPLE HERE

STAPLE HERE