



Paycheck Preference & Direct Deposit Authorization Form

_____ Pick-up @ Pro Med Staffing office, 10100 Orland Parkway, Suite 100, Orland Park

Please note checks are mailed to your current address if not picked up by 4:30 on Friday unless previous arrangements have been made.

_____ Mailed to current address on file at Pro Med Staffing

All mailed payroll checks are subject to a stop payment fee of \$25.00 of which you are responsible if payroll check is not received.

_____ Direct Deposit (may be distributed into more than one account)

Please submit a voided check for account information.

SEE BELOW

DIRECT DEPOSIT INFORMATION

Pro Med Staffing Inc. turns paycheck funds over to your individual bank accounts on Friday(s). It may take 1-3 days for funds to become available, depending on your individual bank policy.

I hereby authorize Pro Med Staffing Inc., to initiate credit entries into my account as indicated below at the depository financial institution named below and to credit such account.

*It may take up to 2 weeks to receive your first direct deposit. Pro Med will issue a manual check until the direct deposit is activated.

Checking Savings

SIGNATURE: _____

NAME: _____

DATE: _____