

# STERLING STAFFING/ENGINEERING

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF SALARY

I, \_\_\_\_\_, am an active employee of ***Sterling***.

I would like to participate in the automatic "direct deposit" program. I am attaching a voided check to identify my financial institution and account number in which I would like to have my funds directed. I have marked "Void" on the check so it will be used only for the identification of my bank routing number and my account number.

I authorize Sterling to deposit the **net pay** shown on my check directly into my:

**CHECKING**  **SAVINGS**  (check one)

in the financial institution(s) shown on the attached voided check. It is my understanding if Sterling makes an excess deposit, or is required to withhold funds for garnishments, Sterling may make a debit directly from my account. I understand that if a debit is made, the payroll department will notify me.

The deposits will be automatic (deposited on Friday's) and will continue until I order the "direct deposits" to be stopped. **Upon termination of my employment, Sterling will automatically delete my direct deposit.**

To prevent any delay in deposits, I will immediately notify the payroll department when I change banks or bank account numbers.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_

### PLEASE ATTACH VOIDED CHECK

**NOTE:** If your bank routing number (number in lower left hand corner of deposit slip) **begins with a 0, 2 or 5**, check with your bank to determine if they can receive direct deposits through the ACH direct deposit system.