



Please return this form to:

Professional Employment Group  
 Attention: Payroll Department  
 999 Executive Parkway, Suite 204  
 St. Louis, MO 63141  
 314-275-7273 Fax

# PAYROLL DIRECT DEPOSIT FORM

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby authorize Professional Employment Group, hereinafter called COMPANY, to initiate credit entries for payroll deposit to my account(s) indicated below and the financial institution named below, hereinafter call FINANCIAL INSTITUTION, to credit the same to such account. I acknowledge that the origination of ACH transaction to my account must comply with provisions of US law.

This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination is such time and manner as to afford COMPANY and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

ACCOUNT TYPE & NUMBER	ACTION TO BE TAKEN (Please mark with an X)	SPLIT ALLOCATION FOR EACH PAY PERIOD
<b>CHECKING</b>	<input type="checkbox"/> Begin Direct Deposit	\$ _____ %
_____	<input type="checkbox"/> Change Direct Deposit	
(Account Number)		
_____	<input type="checkbox"/> Cancel Direct Deposit	
(Bank Routing Number)		
_____	_____	
(Bank Name)	(Bank Location/City)	
<b>SAVINGS</b>	<input type="checkbox"/> Begin Direct Deposit	\$ _____ %
_____	<input type="checkbox"/> Change Direct Deposit	
(Account Number)		
_____	<input type="checkbox"/> Cancel Direct Deposit	
(Bank Routing Number)		
_____	_____	
(Bank Name)	(Bank Location/City)	

**PLEASE ATTACH A VOIDED CHECK AND RETURN WITH THIS FORM TO PAYROLL DEPARTMENT.**

\_\_\_\_\_  
 (Employee's Name) (Date)

\_\_\_\_\_  
 (Employee's Signature)

Important Note: Initial Direct Deposit requests OR change requests may take a few weeks to process. The Company cannot guarantee that deposits will be credited at the same time each pay period. It is your responsibility to verify deposits and availability of funds with your bank. The Company cannot be liable for your returned check charges.