



## Direct Deposit Authorization

**Directions** — To sign up for Direct Deposit, fill out Section 1. Then take this form to your financial institution. They must verify the information in Section 1 and complete Section 2. The completed form must be returned to Express before Direct Deposit can be initiated.

### Section 1:

Name: \_\_\_\_\_ Soc. Sec. Number: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

I hereby authorize Express Employment Professionals to deposit funds into the account indicated below. I also authorize Express, if necessary, to withdraw funds from the account below to correct any errors. This authority is to remain in full force and effective until Express receives written notice from me to terminate the direct deposit, allowing a reasonable amount of time for Express and the financial institution to act. I accept responsibility for notifying Express of any change to my account's status. I also understand that changes will take three (3) weeks and that regular (paper) checks will be distributed during this three-week period.

Funds can only be deposited into one account, checking or savings. Please select your direct deposit account type:  **Checking** or  **Savings**

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Express Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Number

### Section 2: (This section MUST be filled out by your financial institution)

Bank (Financial Institution): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please enter account numbers **EXACTLY** as they need to appear.

Receiver's Account Number: \_\_\_\_\_

Receiver's 9-Digit Routing Number: \_\_\_\_\_

\_\_\_\_\_  
Bank Representative Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Bank representative's signature required for processing.