

Payroll Election Form



Worksite Employer: Enterprise Masonry Corporation Date: _____

Employee Name: _____

Social Security #: _____

Employee Signature: _____

NEW ENROLLMENT

Enroll in Direct Deposit to a Bank Account

Please complete the section above and attach a voided check, or a copy of a voided check, or a printed confirmation of the ABA Transit Routing Number and your Account number as it should appear in BBSI's payroll database.

Deposit \$ _____ on each pay date to my:
(enter "NET" if electing to deposit all net pay into this account)

Checking Savings

Deposit my remaining (if any) net pay to:

Checking Savings

CHANGE ENROLLMENT

Change in Direct Deposit:

For any changes to original enrollment, please check this box and make changes in the spaces provided above. A voided check, copy of a voided check or a printed confirmation of the ABA Transit Routing Number and your Account Number must be attached.

CANCEL ENROLLMENT

Check this box if you would like to cancel your Direct Deposit
Please indicate effective date of cancellation: _____

I hereby authorize BBSI and the financial institution listed above to make entries into the account number listed on this Agreement. In the event that the financial institution is notified by BBSI that funds to which the employee is not entitled to, have been deposited in error to the above listed account, I authorize the financial institution to return such funds to BBSI. **NOTE:** To ensure prompt and accurate processing of enrollment/change request, forward all employee applications including a voided check (no deposit slips) to BBSI as soon as completed. This agreement may only be terminated as outlined in the CANCEL DIRECT DEPOSIT option listed above. Direct Deposit will typically be effective within 14 days from the date this form is received by BBSI. If you do not choose one of the direct deposit options above, you will automatically receive a paycheck.

Direct Deposit into a Bank Account will not be entered without one of the below items.

ATTACH

Voided Check **OR** Bank Printout of Account and ABA Routing Number
NO Deposit Slips

Printed Name

Signature _____

Date _____