



# 2019 Sugar Beet Harvest

## Direct Deposit Authorization

**Directions** — To sign up for Direct Deposit, fill out Section 1 and mark checking or savings. You **MUST** sign on Associate Signature line. Complete Section 2 at your financial institution or attach a voided check. Then 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 is to be filled out by your financial institution OR you may attach a voided check. Failure to give the correct numbers may delay your direct deposit setup.)

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.