

# Save Time. Save Money. Every Payday!

## Make the Direct Deposit Choice

### Why should you take advantage of Direct Deposit Choice?

Coworx Staffing is making the move to electronic payroll. **Direct Deposit Choice** is our initiative to provide you with a faster, and better way to receive your pay. It offers you benefits that you just can't get from a paper check.

- **Get your pay sooner** – access your money right away on payday
- **No more fees to cash your check** – no need to visit a bank or check casher
- **Never miss your pay** – if you are sick, on vacation, not scheduled to work, or the weather's not so great – you can still access your pay immediately on payday.
- **Your check will never be lost or stolen**

### You can choose from one of two options for direct deposit:

1 Get your pay on the PaychekPLUS! Elite® Visa® Payroll Card. Once you activate the card, your pay will be deposited automatically each pay day on the card. You can use this card to access your pay, set up a savings account, shop and pay bills online wherever Visa debit cards are accepted.

Sign up using the form on the back.

2 Have your pay deposited directly into a bank account, either checking or savings. If you already have an account, fill out a Direct Deposit form and give the form to your Manager.

A bank account is required to take advantage of this option.



## Sign Up Today!

*Enrollment Form is located on the back.*

The PaychekPLUS! Elite Visa Payroll Card is issued by MetaBank™ pursuant to a license from Visa U.S.A. Inc.

**Obtaining Your Card:** The USA PATRIOT Act is a federal law that requires all financial institutions to obtain, verify, and record information that identifies each person who opens a Card Account. What this means for you: When you open a Card Account, we will ask for your name, address, date of birth, and other information that will allow us to reasonably identify you. We may also ask to see your driver's license or other identifying documents.

## Direct Deposit Acceptance Form

Name: Last, First, Initial	Employee ID or SSN:
Contact Phone:	I want to: <input type="checkbox"/> Enroll in Direct Deposit <input type="checkbox"/> Change My Information <input type="checkbox"/> Cancel Direct Deposit

## Deposit to a Payroll Card Option

**I would like to sign up for the PaychekPLUS! Elite® Visa® Payroll Card.**  
*By checking this box, you are agreeing to the acceptance agreement found at the bottom of this page. This option is only available for the PaychekPLUS! Elite Visa Payroll Card offered by Coworx Staffing*

Office Use Only	<b>Card Account Number:</b> _____ <i>Enter the 10 digit number found on the back of your card.</i>
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## Deposit to a Bank Account Options

**I have a bank account already. Here is the Information to set me up.**

### Option 1: Entire Check to One Account

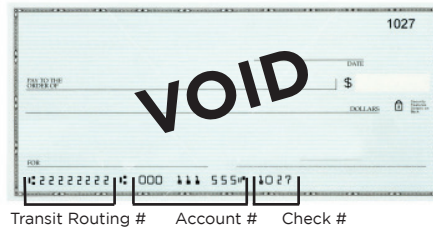
<b>Name of Bank:</b>									
<b>Checking or Savings</b>	<b>Transit Routing Number</b>				<b>Account Number</b>			<b>Deposit Percent or Deposit Dollars</b>	
Checking <input type="checkbox"/> Savings <input type="checkbox"/>									100%      All

**Attach a voided check to this form.**

All forms must be accompanied by a voided check. In lieu of a voided check, you may attach your bank's direct deposit form, which states the routing and account numbers, to this Enrollment Form. Verify with the ACH representative at your banking institution to ensure the data you provide is accurate prior to submission.

A Savings Slip or letter from the bank with Transit Routing and Account # must be attached for Savings Accounts.

**Incomplete forms will not be processed.**



**Direct Deposit to a Bank Account Authorization Agreement:** This authority will remain in effect until written notification to cancel is received from the employee. Coworx Staffing will delete direct deposit data and notify location Manager via email when notified by the employee's banking institution that account or transit numbers are incorrect or have been changed.

In the event that funds are transmitted in error to my account, I authorize Coworx Staffing to reverse the deposit of such funds from my account. I understand that if a reversal of funds is necessary, I will be notified by Coworx Staffing.

**Important Note:** CoWorx can not guarantee that your funds will always be available 2 banking days after your timesheet is processed. In addition, in the unlikely event that your funds are not available in 2 banking days, CoWorx will not refund any fees incurred by you due to the drawing of checks prior to the funds needed to cover them becoming available. It is recommended that you confirm with your bank that your funds have been received and are available before drawing checks against or withdrawing funds from your account.

**Consent to Payroll Card Account:** I hereby designate MetaBank™ as my financial institution to accept the direct deposit of my wages from my employer into an account at Bank. I choose to receive a payroll card in my name issued by MetaBank for the purpose of accessing my wages from my Payroll Card account. I acknowledge that third parties other than MetaBank may impose fees and charges in connection with the use of the Payroll Card; however, I understand that I may choose one of several transactions each pay period, which are outlined in the Cardholder Terms and Conditions, by which I can withdraw my entire net pay without the payment of a fee. I declare the foregoing to be true and complete to the best of my knowledge. I authorize Coworx Staffing to deposit my wages each payday directly into my Payroll Card account. This authority remains in effect until I have given written notice to Coworx Staffing, Payroll Department, that I want it terminated. If funds to which I am not entitled are deposited into my Card Account, I authorize Coworx Staffing to direct MetaBank to return said funds. I also understand that it is my responsibility to verify deposits prior to any transactions against the Card balance.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date