



## Global Employment Marketing, LLC

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contactus@gemrecruiting.com

http://www.gemrecruiting.com

EMPLOYEE'S NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

### I would like to be paid by: (Please check one)

Direct Deposit \_\_\_\_\_ Paper Check \_\_\_\_\_

\*\*\*If Direct Deposit please complete the portion below \*\*\*

### **DIRECT DEPOSIT:**

I am applying for a direct deposit option. Please fill out the information below completely in order to have the net amount of your paycheck deposited to your account. **Please attach a copy of a blank voided personal check.**

Name of Financial Institution \_\_\_\_\_

Phone #: \_\_\_\_\_

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

State: \_\_\_\_ Zip: \_\_\_\_\_

Bank Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Account Type: Checking or Savings \_\_\_\_\_

### ATTACH COPY OF VOIDED CHECK:

By signing below you have voluntarily chosen to receive your wages by direct deposit instead of receiving a company generated paycheck on payday. Your direct deposit paycheck will be remitted on Friday and should be available in your bank by Monday, though the electronic funds transfer process may vary in length of time. Please contact your bank to verify that funds were deposited in your account prior to using them. I hereby authorize the company to deposit my net pay in the account as indicated above. Also, in the event there is an overpayment, I authorize the company to directly withhold any monies from future deposits. I hereby release company from any liability associated with the availability of funds including but not limited to bank fees, penalties, interest charges or other costs.

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I authorize the selection made above and agree to all terms associated with this selection.

\_\_\_\_\_  
Employee's Signature

Date \_\_\_\_\_