

Nonprofit **Staffing Solutions**

To: All Employees
From: Nonprofit Staffing Solutions
Subject: Direct Deposit

Nonprofit Staffing Solutions offers all employees the benefit of direct deposit of their payroll check. If you are interested, please fill out and sign the attached permission form, and include with it a voided check or proof of your account from your financial institution.

Direct deposits are generally made every Wednesday evening. **Immediately available funds are guaranteed to be in your account by Friday though funds are generally available on Thursday.** Should you have any questions, please do not hesitate to call us at (202) 785-2060.

Thank you,
Nonprofit Staffing Solutions

Please note: It is your responsibility to notify Nonprofit Staffing Solutions when your account is closed or changed.

Employee Name: _____

Social Security No: _____

Bank Name: _____

Address: _____

Contact: _____

Phone: _____

Routing No: _____ Account No: _____

Account Type: Checking _____ Savings _____

Effective Date: ____/____/____

***** PLEASE BE SURE TO ATTACH A VOIDED CHECK OR DEPOSIT SLIP *****

Authorization & Signature:

I hereby grant Nonprofit Staffing Solutions permission to directly deposit my payroll check into my bank account beginning with the effective date, both as noted above.

Employee Signature

Date