



**Direct Deposit Policy**

PeopleQuest Staffing prefers that all employees and contractors sign up for Direct Deposit which costs nothing and is much more convenient than waiting for the secure delivery of a live check each pay period. Having your paycheck deposited directly into a checking or savings account of your choosing is the only way we can guarantee you will be paid on time each pay period. Please review the following and sign and date the acknowledgement on the preceding page if you do not want direct deposit as your method of payment from PeopleQuest Staffing:

- Payroll is completed each Monday and sent out the Tuesday prior to our regularly scheduled bi-weekly pay date.
- Every effort is made by PeopleQuest Staffing to ensure that paychecks are in possession of the USPS and are delivered on or prior to the scheduled bi-weekly pay date. This includes hand delivering all paychecks and stubs directly to the local U.S. Post Office and not deposited into the blue USPS mail receptacles or in the community mail box in our offices.
- Once we have entrusted the timely delivery of your paychecks/pay stubs with the USPS, we are no longer responsible for the time or condition in which you receive these documents from us.
- If you do not receive your paycheck on the scheduled bi-weekly pay date, please wait at least 7 days before contacting PeopleQuest Staffing to place a stop payment on the original and re-issue a duplicate check.
- All requests for duplicate checks must be made in writing and e-mailed to your recruiter.
- Any requests that are made prior to the 7 days and are demanded will be subject to the fee we are charged by the bank for requesting a stop payment and mailing out a duplicate paycheck in the amount of \$29.

I am declining to enroll in direct deposit at this time. I understand that I can sign up for this service at any time during my employment by supplying account information on the account of my choosing. I do also acknowledge that since I am declining direct deposit at this time, I am entrusting the USPS to deliver my paycheck to me and will not hold PeopleQuest Staffing or its employees liable for any loss, damage, or delivery delay that may occur. I understand in the event my check has not been received via U.S. Mail on or before the scheduled bi-weekly pay date, I will submit a formal request in writing via e-mail, to proceed with procedures to place a stop payment on the original and have a duplicate check re-mailed to me. Requests insisted upon prior to the 7 days will be subject to any applicable fees imposed on PeopleQuest Staffing by its financial institution for the stop payment of the original check issued.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**PeopleQuest Representative**

\_\_\_\_\_  
**Date**



**Direct Deposit Authorization**

**Authorization Agreement**

I hereby authorize PeopleQuest Staffing, Inc. to initiate automatic deposits to my account at the financial institution named below. I also authorize PeopleQuest Staffing, Inc. to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold PeopleQuest Staffing, Inc. responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until PeopleQuest Staffing, Inc. receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

**Account Information**

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

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking

Savings

**Signature**

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

Authorized Signature (Primary): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please attach a voided check or deposit slip and fax this form to (818) 507-8536.**