



Direct Deposit Agreement Form

I shall provide my email address to my Staffing Manager, which JPS will use to send me a registration link to EConnect. Upon receipt of the email, I shall register at EConnect.

After successfully registering at EConnect, I shall access my pay stubs by logging in at EConnect.

After I provide my direct deposit enrollment form, the direct deposit will become effective after 10 business days.

The initial direct deposit is \$10 and the rest of the pay check is in the form of a paper pay check.

I shall check my bank account if I received the initial direct deposit of \$10.

I shall notify my employer immediately if I did not receive the initial \$10 direct deposit so that error/s could be corrected.

After the \$10 initial direct deposit, all my pay checks will be direct deposited moving forward.

I shall check my bank account each week that I have a pay check to make sure that I receive my direct deposited pay check.

I shall notify my employer immediately if I did not receive my direct deposited pay check.

Authorization Agreement

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

Further, I agree not to hold **JPS** 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 **JPS** 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

Employee Name on the Account: _____

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____ Checking | Savings

Signature

Employee's Signature: _____ Date: _____

Employee's Printed Name: _____ Date: _____

Please attach a voided check or deposit slip and return this form to the Payroll Department.