



Direct Deposit Authorization Form

Certified Source makes it a priority to pay its employees each week on Friday in the easiest and fastest ways possible Certified Source is offers two primary ways to receive your wages for employment:

1. **Direct Deposit** into your bank account allows for a fast convenient way to access your money. This method saves you time and money. Your money becomes immediately available to you on Fridays after the week's payroll is processed. There are no fees for processing checks or waiting in line Friday after work.
2. **Global Pay Card** our other method of payment. Pay Cards are designed to help individuals without bank accounts or who do not want to have their money deposited into a personal bank account. Pay Card act in the same way as a direct deposit except the card is assigned to you and your money is installed on Friday of each week after payroll is processed.

If you choose to the Direct Deposit Method, your money can be allocated into two bank accounts. You can choose to save a portion of your money in a savings account and the remainder can go into checking account. A percentage of money can be chosen or a set amount.

In the boxes below you can fill out the information in order for us to properly allocate your hard earned money. Choose how and where you would like your money to go by completing the information.

Primary Account:

Name of Financial Institution:	
Routing Number:	Account Number:

Secondary Account:

If you chose for a portion of money to be deposited in an additional account, please list in this section.	
Name of Financial Institution:	
Routing Number:	Account Number:

Global Pay Card:

Please sign your name in this box for a Global Pay Card.
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Authorization

I authorize Certified Source and any of its affiliates to initiate electronic credit entries each pay period, and if necessary, debit entries and adjustments for any credit entries made in error. This agreement shall be in effect for duration of employment with Certified Source. If you choose to make modifications to this arrangement, you must notify Certified Source in writing.

Signature:	Social Security Number:
Printed Name:	Date: