



Office & Healthcare Staffing ~ Since 1981

Temporary Staffing • Temp-to-Perm • Permanent Placement

HARTLY PERSONNEL
180 South Broadway
White Plains, NY 10605

T 914 428-2490
F 914 428-2508

Authorization for Direct Deposits - Employee Form

This authorizes **Hartly Personnel Administrative Services, Inc.** (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Account #1

Deposit (amount or %) _____
Account Type (e.g. Checking or Savings) _____
Bank Name _____
Branch _____
City, State _____
ACCOUNT NUMBER _____
BANK ROUTING NUMBER (ABA#) _____

Account #2

Deposit (amount or %) _____
Account Type (e.g. Checking or Savings) _____
Bank Name _____
Branch _____
City, State _____
ACCOUNT NUMBER _____
BANK ROUTING NUMBER (ABA#) _____

This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

SIGNATURE

PRINTED NAME

EMPLOYEE SOCIAL SECURITY #

DATE