



**PLEASE INCLUDE A VOIDED CHECK WITH THIS COMPLETED APPLICATION**

**DIRECT DEPOSIT AUTHORIZATION FORM**

The authorization form provided below gives Choice Temps (your employer) and your financial institution authority to deposit your pay directly into your account.

**INSTRUCTIONS:**

1. Fill in your name, your bank's name, location and the date.
2. Mark the box to indicate whether your pay will be deposited in your checking or savings account.
3. Please fill in your bank's routing and account numbers.
4. Please be sure to **sign the form**.
5. Return the completed form to Choice Temps. 212-889-3712.
6. **For Checking and or Savings Account Deposits must attach a voided check or bank letter.**

**AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSIT**

I authorize Choice Temps (my employer) and the bank indicated below to deposit my net pay automatically each payday. If monies to which I am not entitled are deposited to my account, I authorize my employer to direct the bank to return said funds. This authority will remain in effect until I have cancelled it in writing.

Bank Name: \_\_\_\_\_

Bank ID Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking

Savings

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE SOCIAL SECURITY NUMBER:**

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Signature: \_\_\_\_\_

Please note, to view and print your paystubs, you can visit our self-serve website at <https://selfserve.plsvc.com>. Instructions on how to register for this site can be found on our website, [www.choiceco.com](http://www.choiceco.com) under the "favorite forms" tab. You may also obtain instructions by emailing [choice-orders@choiceco.com](mailto:choice-orders@choiceco.com).