



L A N D M A R K

Direct Deposit Benefit

Enroll today to have your pay deposited in the financial institution of your choice.

- Direct Deposit saves you time.
- No more trips to the bank to make a deposit.
- No more waiting for your check to arrive in the mail.
- Your pay will be available in full each week, automatically!

It's easy.

It's convenient.

It's reliable and safe.

It's complimentary to you.

Direct Deposit will begin two or three weeks after we receive this completed form.

Frequently Asked Questions

Q. Can I divide my deposit among several accounts?

A. Yes. You can have a deposit in more than one account. You will need to complete one Direct Deposit form per account.

Q. What happens if there are changes to my name or account information?

A. Request and complete a new Direct Deposit form and return it to your Landmark office.

Q. If I have signed up for Direct Deposit, but want a printed check for a single week, can I get one?

A. No. Direct Deposit is a continuing process that cannot be stopped for a single situation. You may cancel Direct Deposit by submitting a written notice.

Q. When will my money be available in my account?

A. It may take 24 to 48 hours for the funds to be credited to your account, and in some instances up to 72 hours.

Q. How will I know the amount that will be deposited in my account?

A. Go to our website: www.landmarkstaffing.com and log into My Landmark. If you don't have a username and password, please contact your Staffing Consultant.

Q. Can I view my payroll information online and not receive a paper advice?

A. Yes, by checking the Paperless box in the form below.

Employee Direct Deposit Authorization

To begin using Landmark's Direct Deposit service, please complete the information below and return to Landmark with a voided check or financial institution routing information attached.

I authorize Landmark Staffing Resources, Inc. to initiate credit entries to the account specified below and to make appropriate adjustments (debit and/or credit) should an incorrect payment be entered into my account according to the terms and conditions stated below. I also authorize the Financial Institution indicated below to accept entries (debit and/or credit) initiated by Landmark Staffing Resources, Inc.

Employee's Information

Name: _____

Social Security: ____-____-_____

Account Information:

For accuracy, we strongly recommend you visit or call your financial institution to complete this portion.

Financial Institution: _____

Type of Account: Checking Savings

ABA/Transit Routing Number (9 digits):

Account Number: _____

Paperless – Please do not send me a paper advice. I will check my payroll information online.

I agree to the terms and conditions

Signature: _____

Date: _____



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Terms & Conditions

- Direct Deposit enrollment or changes will be effective no later than three pay periods after receiving this form.
- Funds will be available 24-48 hours after the specified pay date (or in some instances, 72 hours) depending upon the financial institution.
- Timecards must be submitted by Monday at 1:00 p.m. Timecards received after this time will be processed with the following week's payroll.
- This authorization is to remain in full force and effect until my employment with Landmark terminates or until Landmark receives written notice from me of its termination in such manner as to afford Landmark and my Financial Institution a reasonable opportunity to act upon it.
- Landmark is not responsible for errors or delays resulting from inaccurate information on this form or by problems encountered by the Financial Institution in processing these transactions.

*Please fill out, **print**, attach a voided check and **fax** (920.731.6827) or scan and email to payroll@landmarkstaffing.com or mail to
Landmark Staffing
PO Box 1755
Appleton, WI 54912-1755*

STAPLE VOIDED CHECK HERE

(Checking Accounts)

or

FINANCIAL INSTITUTION

ROUTING INFORMATION

(Savings Accounts)



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