



Direct Deposit/Access Card Employee Signup Form

Employee Instructions:

1. Complete the employee required information section.
2. Complete the Direct Deposit, Access Card, or both sections to specify where you want your pay deposited.
3. Sign the bottom of the form.
4. Retain a copy of this form. Return the original to your employer.

EMPLOYEE - Required Information

PLEASE PRINT

Employee Name _____

SSN ____ / ____ / ____

EMPLOYER - Required Information

PLEASE PRINT

Client Name _____

Office/Client No. ____ / ____

Federal ID No. _____

Complete for DIRECT DEPOSIT

I would like my wages/salary deposited to the following bank account(s):

Bank Account #1 Checking SavingsBank Account #2 Checking Savings

Bank Name _____

Bank Name _____

I wish to deposit (check one):

I wish to deposit (check one):

 Entire Net Pay Entire Net Pay % of Net % of Net Specific Dollar Amount \$ _____.00 Specific Dollar Amount \$ _____.00

Please attach one of the following (check one):

Please attach one of the following (check one):

 Voided check Voided check Bank letter or specification sheet* Bank letter or specification sheet*

* See your local bank representative.

* See your local bank representative.

Employee Signature _____

Date ____ / ____ / ____

Return this original form to WorldLink Human Resources.