



IMPORTANT NOTICE:

Hammes Staffing now offers **Direct Deposit** to our employees. Timesheets must be received in our office no later than 12:00 noon on Monday following your week of work. Funds from Direct Deposit are then available for withdrawal on Wednesday morning (unless the weekend or that Monday is a holiday then funds will be available for withdrawal on Thursday morning). Please verify that you're account information is correct. If you enter the wrong account information there will be a \$5 return fee charged by out bank to reverse the transaction. This fee will be deducted from your paycheck and you may have to wait 5 business days for the funds to return to our account before you are paid. We encourage you to take advantage of this convenient and time saving method of receiving your pay.

Bank Name & _____

Address (city/state/zip): _____

Routing Number: _____

Account Number: _____

Checking ____ Savings ____

In lieu of the above, you may send a copy of a voided check.

Print Employee Name

Employee Signature

Social Security Number

Please complete the above and return to *Hammes Staffing* via fax number (843) 863-8887 or send information by e-mail to Andrew@HammesHR.com.