



# Direct Deposit Authorization

Printed Name: \_\_\_\_\_

Email Address: \_\_\_\_\_  
*(Your direct deposit stub will be emailed to this address each payday)*

## DIRECT DEPOSIT

Percentage of net pay\*: \_\_\_\_\_ % **OR** dollar amount: \$ \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Choose One:      Checking                  Savings

*\*Enter 100% if you would like your entire paycheck deposited into this account.*

*If there are two bank accounts you'd like us to deposit your earnings into, please complete a second copy of this form.*

*(Tape voided check here)*

If you do not have a voided check, please provide documentation from your bank with pre-printed routing and account numbers. With either the voided check or bank documentation, your direct deposit will go live on the first payroll after we receive this completed form (due by Tuesday at 10:00am for that Friday's payday.)

If you do not have either of these,                  Routing #: \_\_\_\_\_  
write your numbers here. Your direct                  Account #: \_\_\_\_\_  
deposit will take 2 weeks to go live  
while the bank tests the transmission.

## rapid! PayCard Issuance Authorization (in addition to or in place of direct deposit)

Access your paycheck funds on a rapid! Visa PayCard. Once activated, your pay will be deposited to a card account that will be created for you. A bank account is not required.

Percentage of net pay\* \_\_\_\_\_ %                  OR 100%

To be assigned and entered by your company only:

Routing#: 1 2 4 0 8 5 2 4 4                  Account #: 3 5 3 \_\_\_\_\_

*\*If you choose a dollar amount for your first deposit, the second deposit will be 100% remainder of your pay; if you chose a percentage for both, they must equal 100%*

Please mail to:

Professional Business Solutions  
4800 S Macadam Ave., Suite 245  
Portland, OR 97239

Fax to:

OR (503) 223-4431

Scan/Email to:

OR jen@pbsi.com

**I authorize PBSI to direct deposit my paycheck funds into the account(s) listed above.**

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

Date \_\_\_\_\_