



Career
Personnel

Pay Check Handling Form

_____ Global Cash Card. Your pay is automatically deposited onto your card.

_____ Direct Deposit. Your pay will be deposited into checking or savings account.

I hereby authorize **Career Personnel** to initiate automatic deposits to my account at the financial institution named below. I also authorize **Career Personnel** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **Career Personnel** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. I also understand that there might be delays due to holidays or technical difficulties. Please verify deposit with your bank to avoid any bank fees.

This agreement will remain in effect until **Career Personnel** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.



Name of Financial Institution: _____

Routing Number: _____ Checking

Account Number: _____ Savings



Authorized Signature: _____ Date: _____

Printed Name: _____

Please attach a voided check or deposit slip.