



## Direct Deposit Authorization

Direct deposit enables Hayes Locums, LLC to deposit your pay and reimbursements directly into your bank account each payday. Before applying for direct deposit please make sure you call your financial institution to verify that they accept direct deposit.

With this form you can add or cancel a direct deposit.

**Direct Deposits will be authorized on Wednesday and the money will be deposited into your account by Friday.**

- 1) Fill in the requested information
- 2) Attach a voided check(s) to verify bank account information
- 3) Sign and return this form via fax: **(888) 607-1779** or email directly to your consultant

**Bank Information:**  Set-up a Direct Deposit  Change My Bank  Cancel My Direct Deposit

**Personal Information:** (please use information associated with Payee Name)

**Payee Name:** \_\_\_\_\_

**SSN or FEIN:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Bank Information:**

**Bank Name:** \_\_\_\_\_

**ABA/Routing#:** \_\_\_\_\_

**Account#:** \_\_\_\_\_

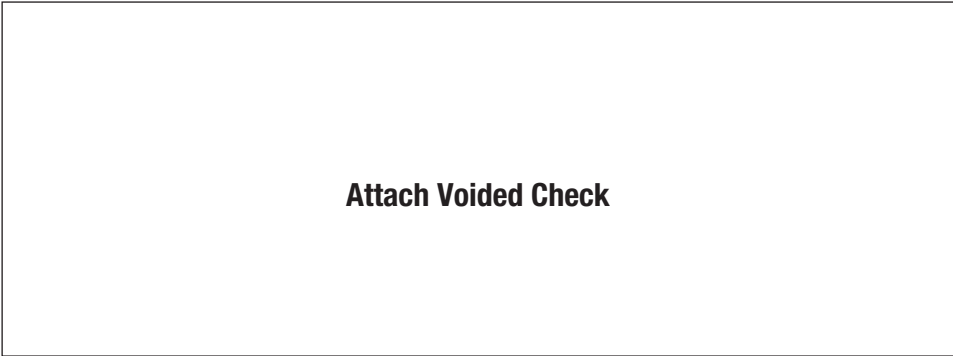
**Account Type:**  Checking  Savings

Please call your financial institution to confirm that they accept direct deposits and that your routing and account numbers are accurate. Although most financial institutions accept direct deposit it is your responsibility to make sure they will accept your direct deposit and your routing and account numbers are accurate.

**Payee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby authorize Hayes Locums and the financial institutions named above to initiate deposits to my account. I also authorize the financial institutions named above to credit the same account to make any adjustments for any overdeposits which may occur.

Please return this form and voided check via fax: **(888) 607-1779**



**Toll Free: (888) 837-3172**

**Fax to: (888) 607-1779**