



Payroll Direct Deposit Program

Here's All You Need to Know

✓ Safe

You won't have to worry about a lost or delayed check.

✓ Simple

Your banking will be easier than ever.

✓ Fast

You will have access to your paycheck immediately – no matter where you are.

To make your travel experience more convenient, MedStaff offers Payroll Direct Deposit. When you use this service, your paycheck is directly deposited into your bank account, no matter where in the U.S. it's located (and as long as it's a participating bank). Because you're able to use the same account(s) as you travel, it is not necessary to open and close accounts.

1 Your initial paycheck will be directly deposited into your specified bank account provided you have submitted a voided check and a completed Direct Deposit form. If this paperwork has not been submitted it will take one to two pay periods for the Direct Deposit to begin.

2 You can access a pay statement detailing hours paid and deposited amount, from wherever you are, via IPAY.

3 When you begin a new assignment, notify your Recruiter whether or not your account information will remain the same. If so, your Direct Deposit will continue without interruption. If you change accounts, there will be no interruption with your Direct Deposit provided you have submitted a new Direct Deposit form along with a voided check.

4 If you wish to cancel Direct Deposit or make changes at any time, you must do so in writing. The Payroll Department will not cancel or change your Direct Deposit without written notice from you.

5 Below you will find a sample Direct Deposit statement. Your account number appears on each statement, please verify that number when you receive it.

6 Simply complete the attached form in its entirety and mail or send via fax to your Recruiter along with a copy of your voided check. This enables us to serve you promptly!

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

MedStaff Healthcare Solutions, an affiliate of CC Staffing, Inc. 3805 West Chester Pike, Suite 200 Newtown Square, PA 19073	Advice Number: 00000091302 Pay date: 02/28/2013			
Deposited to the account of Nancy Nurse	account number 0100000111000	transit 1234	ABA 1234	amount \$500.00

NON-NEGOTIABLE



MedStaff Healthcare Solutions, an affiliate of CC Staffing, Inc.

AUTOMATIC DIRECT DEPOSIT FORM
(Using black pen, please print or type)

Date _____

Your Name: _____ Social Security Number: _____

To initiate direct deposit into your **CHECKING ACCOUNT**, attach a **VOIDED CHECK** to this form and complete the information below. (Please do not use a deposit slip).

Bank Name: _____

Please check one:

Street Address: _____

New Deposit

City & State: _____

Supersede
Previous

Telephone: () _____

Amount of Deposit: \$ _____ or Net Pay

ABA Transit #: _____

Checking Account Number: _____

To initiate direct deposit into your **SAVINGS ACCOUNT**, complete the information below.

Bank Name: _____

Please check one:

Street Address: _____

New Deposit

City & State: _____

Supersede
Previous

Telephone: () _____

Amount of Deposit: \$ _____ or Net Pay

ABA Transit #: _____

Savings Account Number: _____

IMPORTANT NOTES TO REMEMBER:

- Please do not close your account without notifying Payroll **IN WRITING, "TWO WEEKS" PRIOR** to your normal deposit.
- Using Credit Unions may cause delays in your deposit.
- Your initial paycheck will be directly deposited into your specified bank account provided you have submitted a voided check and a completed Direct Deposit form. If this paperwork has not been submitted it will take one to two pay periods for the Direct Deposit to begin.

I authorize MedStaff Healthcare Solutions to deposit my salary to the above named banks. The company is also authorized to adjust for any over-deposits.

Employee Signature

Date

If you need assistance or have any special requirements, please call your Recruiter with any further questions.