



Dear Monarch Staffing Payrollee,

Welcome to Monarch Staffing Payrollee Services. We want to provide you with the best possible way to receive your paycheck. We offer two options for obtaining your check - **by mail or by direct deposit.**

Request for mailed paychecks will be mailed from our processing center by the end of business hours on Wednesdays. (Please note: The day that checks will be mailed may change during any given week that there is a holiday.) If you opt for our Direct Deposit program then you are guaranteed to have your funds available in your account on Friday.

Below is a Direct Deposit Authorization Agreement. To take advantage of having your paycheck directly deposited into your account, please complete the form, remembering to attach a VOIDED check from your account, and return it to our office as soon as possible. As stated on the Authorization Agreement it may take up to 10 days before the direct deposit setup is completed. Before your direct deposit goes into effect, your paycheck will be mailed to you.

If you have questions regarding Monarch's Direct Deposit Program, please contact our Payroll Department at 610-604-0202 or email payrolldept@monarchstaffing.com



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYROLL

I hereby authorize **MONARCH STAFFING, LLC** to deposit any amounts owed me, by initiating credit entries to my account listed below. In the event that funds are erroneously deposited into my account, I authorize **Monarch Staffing, LLC** to debit my account for an amount not to exceed the original amount of the erroneous credit. I understand that it may take up to 10 days for this direct deposit setup to be completed. This authorization is to remain in full force and effect until **Monarch Staffing, LLC** has received written notice from me of its termination 5 business days prior to payroll generation.

Please note that only one account can be designated.

Bank Name: _____

Routing Number: _____

Account Number: _____

Please circle one:  **CHECKING ACCOUNT** or **SAVINGS ACCOUNT**

Current Email Address: _____

Employee Name: _____

(EMPLOYEE'S SIGNATURE)

(DATE)

**** Attach a voided check here ****