



DIRECT DEPOSIT

TO: **PEAK** Contractors
FR: **PEAK** Technical Services
RE: Direct Deposit

It's estimated that nearly 60 percent of employees in the United States are paid using direct deposit into their bank accounts. This percentage is growing because of the cost and convenience benefits to employees which include the following:

- **REDUCED POSTAL DELAYS DUE TO HOLIDAYS OR WEATHER**
 - Timely depositing of checks
 - Reduced time required for checks to clear
 - Reduced chance of losing checks or having checks stolen
 - No need to spend time visiting bank or ATM to deposit checks
 - Payments can be divided automatically among designated employee accounts
 - There is no cost to employees for direct deposit. In fact, many banks offer free checking services to individuals who will be paid via direct deposit.

If you do not enroll into Direct Deposit, your paycheck will be sent Regular Mail through the U.S. Postal Service. We cannot guarantee timely delivery of paychecks sent through the U.S. Postal Service.

Attached you will find an Authorization Agreement for Automatic Deposit Form that you can complete and attach with a VOIDED check. Please scan and e-mail your VOIDED check to hired@peaktechnical.com or fax to **888-689-7480** at your earliest convenience.

If you should have any questions or concerns please feel free to contact your Staffing Manager at 877-963-7325

Thank you for your cooperation.

Acknowledgement

This paragraph applies only if I have elected direct deposit. I hereby authorize PEAK Technical Services to deposit any amounts owed to me by initiating credit entries to my account at the Financial Institution indicated in the "Paycheck Instructions" section of this document. Further, I authorize the Financial Institution to accept and to credit any credit entries initiated by PEAK Technical Services to my account. In any event that PEAK deposits funds erroneously into my account, I authorize PEAK to debit my account for an amount not to exceed the original amount of the credit.

Signature

Date

AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSIT

I hereby authorize **PEAK** Technical Services, Inc. to deposit any amounts owed to me by initiating credit entries to my account at the Financial Institution indicated below. Further, I authorize the Financial Institution to accept and to credit any credit entries initiated by **PEAK** Technical Services, Inc. to my account. In any event that **PEAK** deposits funds erroneously into my account, I authorize **PEAK** to debit my account for an amount not to exceed the original amount of the credit.

Bank #1 Name: _____ Individual's Bank Account
City: _____ Checking Credit Union*
State: _____ Savings Routing # _____
Account # _____
 Other _____
Please select one: \$ _____ Dollar Amount Entire Check

IMPORTANT: If a dollar amount is selected above and Bank #2 is left blank, I understand I will be issued a check for the balance.

Bank #2 Name: _____ Individual's Bank Account
City: _____ Checking Credit Union*
State: _____ Savings Routing # _____
Account # _____
 Other _____

* If using a credit union as your bank, please be sure to verify account and routing numbers.

This authorization is to remain in full force and effect until **PEAK** Technical Services, Inc and/or the financial institution has received written notice from me of its termination in such time and in such manner as to afford **PEAK** Technical Services, Inc and/or the bank a reasonable opportunity to act on it.

Individual's Name (please print)

Individual's Social Security Number

Signature

Date

PLEASE ATTACH VOIDED CHECK COPY FOR PROCESSING