People Lease
Back-Office Services: Payroll · Benefits · Compliance

DIRECT DEPOSIT FORM

- *Save time by not having to go to the bank*
- *Increase safety by eliminating risk of losing your check*

Just complete the form below and mail or fax it, **along with a voided check**, to:

People Lease
P. O. Box 3303
Ridgeland, MS 39158-3303

T: 601-987-3025
F: 601-987-3029

Once we receive your form, the direct deposit set-up should be finalized through the Federal Reserve System and your bank after 2 pay periods. ***Deposit availability depends on when payroll hours are received by People Lease. All payroll hours received by 10:00 a.m. are processed for a 2-day turnaround.***

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

I (we) hereby authorize People Lease, Company Tax ID Number: 64-0597416, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries for any credit entries in error to my (our) (select one) (◯)Checking (◯)Savings Account listed below and the financial institution named below, hereinafter call INSTITUTION, to credit or debit the same to such account. People Lease is authorized to charge me fifty cents ($.50) for each deposit so long as this direct deposit authorization remains in effect.

Client Name: _____

Financial Institution Name: _____ $ _____ (Amount)

City: _____ State: _____ ZIP: _____

Routing Number: _____ Account Number: _____

*This authority is to remain in full force and effect until COMPANY has received **written** notification from me (or either of us) of its termination in such time and in such manner as to allow COMPANY and INSTITUTION a reasonable opportunity to act on it.*

Name(s) on Account – Printed: _____

Employee ID Number: _____ Date: _____

Signature: _____ Signature: _____

Attach a VOIDED Check Here

Please Note:

DEPOSIT SLIPS ARE NOT ACCEPTABLE

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