

# Payroll Election Form



Worksite Employer: \_\_\_\_\_ Date: \_\_\_\_\_   
 Employee Name (print): \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_ Social Security #: \_\_\_\_\_

<input type="checkbox"/> <b>New Enrollment</b>	<input type="checkbox"/> <b>Enroll in Direct Deposit to a Visa Payroll Card:</b> You will receive your personalized PaychekPLUS! Elite® Visa® Payroll Card in 7 –10 business days from your Manager or Payroll Administrator.  <input type="checkbox"/> <b>Deposit \$ _____ on each pay date (Enter "Net" if electing to deposit all net pay)</b>  By checking this box, you are choosing to have your pay direct deposited on a Visa payroll card and agree to the following:  <small><b>Consent to Payroll Card Account:</b> I hereby designate MetaBank™ as my financial institution to accept the direct deposit of my wages from my employer into an account at MetaBank. I choose to receive a payroll card in my name issued by MetaBank for the purpose of accessing my wages from my Payroll Card account. I acknowledge that third parties other than MetaBank may impose fees and charges in connection with the use of the Payroll Card; however, I understand that I may choose one of several transactions each pay period, which are outlined in the Cardholder Terms and Conditions, by which I can withdraw my entire net pay without the payment of a fee. I declare the foregoing to be true and complete to the best of my knowledge. I authorize Company to deposit my wages each payday directly into my Payroll Card account. This authority remains in effect until I have given written notice by writing to BBSI, Payroll Administrator that I want it terminated. If funds to which I am not entitled are deposited into my Card Account, I authorize BBSI to direct MetaBank to return said funds. I also understand that it is my responsibility to verify deposits prior to any transactions against the Card balance.</small>  <input type="checkbox"/> <b>Enroll in Direct Deposit to a Bank Account:</b> Please complete the section above and attach a voided check, or a copy of a voided check, or a printed confirmation of the ABA Transit Routing Number and your Account Number as it should appear in BBSI's payroll database.  <input type="checkbox"/> <b>Deposit \$ _____ on each pay date to my:</b> (Enter "Net" if electing to deposit all net pay into this account) Name of Financial Institution: _____ ABA Transit Routing Number AND Account Number _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings Account  <input type="checkbox"/> <b>Deposit my remaining (if any) net pay to:</b> ABA Transit Routing Number AND Account Number _____ <input type="checkbox"/> Checking <input type="checkbox"/> Savings Account
<input type="checkbox"/> <b>Change Enrollment</b>	<b>Change in Direct Deposit:</b> For any changes to original enrollment, please check this box and make the changes in the spaces provided above. A voided check, copy of a voided check or a printed confirmation of the ABA Transit Routing Number and your account number must be attached if you change financial institutions.
<input type="checkbox"/> <b>Cancel Enrollment</b>	<b>Cancel Direct Deposit Option:</b> Please indicate effective Date of Cancellation : _____

If you do not wish to participate in Direct Deposit please contact your BBSI representative for instructions.

I hereby authorize BBSI and the financial institution listed above to initiate entries into the account number listed on this Agreement. In the event that the financial institution is notified by BBSI that funds to which the employee is not entitled to have been deposited in error to the above listed account, I authorize the financial institution to return such funds to BBSI.

**Please note:** To ensure prompt and accurate processing of enrollment/change request, forward all employee applications including a voided check (no deposit slips) to BBSI as soon as completed. This agreement may only be terminated as outlined in the CANCEL DIRECT DEPOSIT option listed above. Direct Deposits will typically be effective within 14 days from the date this form is received by BBSI.

**If you do not choose one of the direct deposit options above, you will automatically receive a Visa payroll card.**

**\*\*Direct Deposit into a Bank Account will not be entered without one of the below items. (Not applicable for Visa Payroll Card.)**

**ATTACH**  
**Voided Check OR Bank Printout of Account and ABA Routing Number\*\***  
**No Deposit Slips**

The PaychekPLUS! Elite Visa Payroll Card is issued by MetaBank™ pursuant to a license from Visa U.S.A. Inc.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Rev 6-2010