

**MANHATTAN**  
360 LEXINGTON AVENUE  
8TH FLOOR  
NEW YORK, NY 10017  
212-687-5440  
212-687-0815



**LONG ISLAND**  
25 MELVILLE PARK ROAD  
SUITE 115  
MELVILLE, NY 11747  
631-777-2800  
631-777-5180

## **APPLICATION FOR DIRECT DEPOSIT**

PLEASE FOLLOW THE BELOW DIRECTIONS FOR IMMEDIATE PROCESSING

### **GENERAL INFORMATION**

**NAME:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**SOCIAL SECURITY #:** \_\_\_\_\_

**BANK NAME:** \_\_\_\_\_

**BANK ABA/ROUTING #:** \_\_\_\_\_

**CHECKING ACCOUNT #:** \_\_\_\_\_

**BANK CONTACT PERSON:** \_\_\_\_\_

**BANK TELEPHONE #:** \_\_\_\_\_

**Additionally, we require an original voided check (a photo copy will not work)**

**I HEREBY GRANT ACCESS STAFFING, LLC TO CREDIT/DEBIT THE ABOVE NAMED ACCOUNT.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please note:*

Direct Deposit will take effect approximately 2 – 4 weeks after completed paperwork is received. The bank will then run a test with the accounting information you have provided. Direct Deposit will post in your account Friday Mornings. Access will send your pay stub in the mail. Access will not terminate direct deposits without written permission from you. If the bank account on file is closed, or a new account has been opened, you must notify Access in writing as soon as possible. If you have any questions, please contact payroll.