Tributary Staffing, LLC ACH Credit Authorization

Tributary Staffing pays all wages via Direct Deposit. Your paycheck will be automatically deposited in your checking or savings account each payday.

Direct Deposit will help you in many ways.

- ✓ it saves trips to your financial institution
- ✓ it saves time in depositing checks
- ✓ no long payday lines to wait in
- ✓ It eliminates lost checks
- √ your money is deposited faster
- ✓ it means you get your money deposited to your account even if you're on vacation or away from work
- √ it is safe, convenient and easy

Here's how Direct Deposit works:

On payday you will receive an earnings statement via email showing gross salary, taxes, other deductions and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

Instructions:

- 1. Please print neatly
- 2. Select checking or savings account
- 3. Print the name of your financial institution
- 4. Date and sign the form
- 5. Enter your routing number
- 6. Enter your account number
- 7. Enter your email address

EMPLOYEE'S AUTHORIZATION - Please complete and return to Tributary Staffing. This is one of the most important documents you will complete as this is what gets you paid. So please complete neatly to help eliminate errors.

Checking Account Financial Institution				Savings Account										
				Print Full Name										
Date						Signature								
Routing Number:														
Account Number:														