

**EMPLOYEE AUTHORIZATION AGREEMENT  
FOR AUTOMATIC PAYROLL DEPOSITS**

**PLEASE TYPE OR PRINT CLEARLY.**



Phone 713-975-7576  
Phone 800-701-4014  
Fax 713-783-1566  
Fax 800-765-0652  
1616 S. Voss, Suite 700  
Houston, Texas 77057  
www.TFIServices.com

\_\_\_\_\_  
Employee Name (Last, First & Middle Initial)

**HIRE PRIORITY**

\_\_\_\_\_  
Recruiter/Staffing Agency

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Contact Phone Number

**Action Type**

\_\_\_\_\_ New

\_\_\_\_\_ Change

\_\_\_\_\_ Cancel

I hereby authorize TFI SERVICES to initiate and make credit entries and debit entries (for the purpose of adjusting any credit entries made in error to my account) at the indicated financial institution and I hereby authorize the indicated financial institution to accept and post such entries to my account. The forgoing authorization is solely for the purpose of facilitating automatic payroll deposit.

**IMPORTANT:** I understand it may take up to forty-eight (48) hours after TFI SERVICES transmits my funds before they are posted to my account. Further, I understand that it is my responsibility to verify the crediting of funds by my financial institution prior to writing checks against my account.

This authorization is effective until I cancel my direct deposit, by delivering written notice of cancellation to TFI SERVICES at least five business days prior to the desired termination date. However, I understand that this authorization will automatically terminate on the first of the month following sixty (60) consecutive days of inactivity. After becoming inactive, I will have to complete a new Authorization Agreement before TFI SERVICES will initiate any further automatic payroll deposits. TFI SERVICES may terminate this authorization agreement at any time.

I hereby authorize TFI SERVICES to provide a copy of this authorization only as necessary for purposes of automatic payroll deduction.

NAME OF BANK: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

BANK ROUTING/TRANSIT #: \_\_\_\_\_

CHECK ONE:  CHECKING ACCOUNT

SAVINGS ACCOUNT

If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid in a timely manner.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Any time you change your bank account authorization, it may take seven (7) to ten (10) business days before payroll can be transmitted by direct deposit. Please let our office know if you would like that live check mailed to you or if you would prefer to pick it up at our office.

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For Account Verification:

**ATTACH VOIDED CHECK – (not a deposit slip)**

Please Do Not Use Staples