



!!!! IMPORTANT NOTICE READ CAREFULLY !!!!
METHODS OF RECEIVING PAY FOR SERVICE FROM EMERALD STAFFING, INC.

Direct Deposit

Definition: Direct Deposit is an electronic transfer of funds from Emerald to your specified bank account. Funds are paid weekly for work performed the week prior. Funds are available from Friday midnight for said work.

Direct Deposit can be accomplished by transferring money to an active checking account, savings account or "pay card" account associated with the financial institution you have provided to Emerald Staffing, Inc. below. Note: With the Pay Card Option: There is an ATM transaction fee and or monthly fee associated with the Pay Card Option. Should you elect not to receive a paper check, you are agreeing to accept the financial institutional charges associated with SOLE's Payroll Card, Chase Bank's debit Visa card "Chase Liquid Card" or your selected KeyBank Account. Also Note: Emerald Staffing has no affiliation with SOLE PayCard, Chase Bank or KeyBank, other than a traditional "non-financial" vendor relationship. We provide these options as a courtesy to your our client.

Paper Check

Definition: A traditional paper check for services performed is available to you for payment from Emerald Staffing. **UNLIKE DIRECT DEPOSIT** where funds are available weekly, Paper Checks are generated on the company's regular monthly payday, the **LAST FRIDAY OF EVERY MONTH**, post marked and mailed via US POST OFFICE from our corporate address: 5285 SW Meadows Road – Suite 190, Lake Oswego, Oregon 97035 at the close of business that day. Checks are mailed to the mailing address of record you have provided us. If you elect to use this method of payment you will not be paid weekly but rather MONTHLY.

Please check the method of payment you wish Emerald Staffing to pay you for services performed:

Direct Deposit

Checking Account Savings Account SOLE Paycard Chase Liquid Card KeyBank Account (Apply Online)

Paper Check

I have read and understand all of the above statements and authorize Emerald Staffing to pay me in the manner I have indicated above

Name: _____ Date: _____ Signature: _____

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH CREDITS) ONLY

I (we) hereby authorize EMERALD STAFFING, INC., hereinafter called COMPANY to initiate credit entries to my (our) Checking Account, Savings Account, SOLE Paycard Account, Chase Liquid Card Account, or KeyBank Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of United States Law.

DEPOSITORY NAME: _____ **(YOUR BANK NAME)**

ROUTING NUMBER: _____ **ACCOUNT NUMBER:** _____

This authorization 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 a manner as to afford COMPANY AND DEPOSITORY a reasonable opportunity to act on it. ***I (we) recognize that if I (we) fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or my payments be erroneously transferred electronically.***

Name: _____ Date: _____ Signature: _____

PLACE VOID CHECK HERE	
<i>Routing Number Example</i> 000121232:::	<i>Account Number Example</i> 0000122334456:::

EMERALD STAFFING, INC.
5285 SW Meadows Road | Suite 190
Lake Oswego, Oregon 97035
503.212.0000 Main
503.212.0025 Fax