



!!!! 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 specific 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 associated with the financial institution you have provided to Emerald Staffing, Inc. below.

Paper Check

Definition: A traditional paper check for services performed is available to you for payment from Emerald Staffing, Inc. 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, Ore. 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, Inc. to pay you for services performed:

Direct Deposit

Checking Account

Savings Account

Paper Check

*** I have read and understand all the above statements and authorize Emerald Staffing, Inc. to pay me in the manner I have indicated above ***

Name: _____ Date: _____ Signature: _____

DIRECT DEPOSIT PAYMENT AUTHORIZATION

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: _____

IF SETTING UP DIRECT DEPOSIT, SUPPLY INFORMATION ON THE BACK OF THIS FORM

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) account method chosen above, which is 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: _____

Signature: _____ Date: _____

PLACE VOID CHECK HERE

Routing Number Example
000121232:::

Account Number Example
000012233445566:::

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH CREDITS ONLY) – ADDITIONAL ACCOUNT

I (we) hereby authorize EMERALD STAFFING, INC., hereinafter called COMPANY to initiate credit entries to my (our) account method chosen above, which is indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same amount. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of United States Law.

Depository Name: _____ (YOUR BANK NAME)

Routing Number: _____ Account Number: _____

Requested Percentage (%) Of Net Pay to Be Deposited into listed Depository: _____ %

Signature: _____ Date: _____

PLACE VOID CHECK HERE

Routing Number Example
000121232:::

Account Number Example
000012233445566:::