



FAX: 888-457-3336

With Construction Recruiters America (CRA) you are now able to have your paycheck direct deposited in to your bank account. To enroll in Full Service Direct Deposit fill out this form and either scan and email or fax back along with your voided check or direct deposit authorization letter. ***In order to ensure proper processing please attach a voided check to this form. Direct deposit requests made without a voided check or a direct deposit authorization letter issued from your bank may be delayed for verification purposes.*** Direct deposits will be deposited into your account in full. CRA is not able to split your pay between accounts or issue partial payment via check. Once you have signed up for direct deposit you will no longer receive a check from us. Your pay stub which includes your earning and deductions will be emailed with your signed permission. **NOTE: Sign the Email Pay Stub Permission Letter** to have your pay stub sent to you via email. If you do not sign the Email Pay Stub Permission Letter your pay stub will be sent via regular mail.

IMPORTANT! Please read and sign before completing and submitting. I hereby authorize Construction Recruiters America, Inc. (hereinafter CRA) to deposit any amounts owed me by initiating credit entries to my account at the financial institution (hereinafter Bank) indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by CRA to my account. In the event CRA deposits funds erroneously into my account, I authorize CRA to debit my account for an amount not to exceed the original amount of the erroneous credit. I understand that if my direct deposit does not process correctly due to an invalid account or routing number being listed on this form, CRA will not be able to reissue that deposit or process any payment to me until CRA receives official confirmation of the error from their bank and those funds are returned to CRA's Account. **FOR QUESTIONS ABOUT THIS FORM PLEASE CONTACT PAYROLL AT 513-428-0341 #202 or contact your local Recruiter.**

This authorization is to remain in full force and effect until CRA and Bank have received written notice from me of its termination in such time and in such manner as to afford CRA and Bank reasonable opportunity to act on it (4 or more business days before payday). CRA reserves the right to cancel or modify this agreement with or without written notification.

Employee Name: _____ Social Security# _____ - _____ - _____

Employee Signature: _____ Date _____

Job Site Location: _____ Job Site City/State: _____

Office Use Only:

Date Account Verified: _____ Date Account Cancelled: _____

EMPLOYEE ACCOUNT INFORMATION (Mark One ONLY)

Checking _____ Savings _____ Please Cancel Direct Deposit _____ Effective Date: _____

Bank Name: _____

Bank City/State/Zip: _____

Routing Transit# _____ Account Number: _____

(NOTE: Routing Numbers beginning with a 5 are NOT valid for direct deposit)

**ATTACH VOIDED CHECK HERE
OR
INCLUDE DIRECT DEPOSIT BANK AUTHORIZATION LETTER**

