

# ELECTRONIC PAYROLL ENROLLMENT



## The Wood Companies

Wood Personnel Services  
 Wood Temporary Staffing  
 Wood, Wenham & Henderson  
 Consultants, LLC

P.O. Box 8670  
 2350 Pipestone Rd  
 Benton Harbor, MI 49023  
 (269)925-6767  
 (269)925-6090 fax  
 bentonharbor@woodstaffing.com

2301 Bendix Drive  
 Suite 600  
 South Bend, IN 46628  
 (574)234-6767  
 (574)234-6755 fax  
 southbend@woodstaffing.com

Wood Temporary Staffing only distributes payroll electronically. This saves you time and money by avoiding lines to pick up your check and the lines and fees associated with cashing your check (if choosing the Global Cash Card, see the fee schedule for fees associated with using this card.) You may select one of two options to receive your pay electronically:

- Please issue me a Global Cash Card (Complete the reverse side of this form.)
- Please make a direct deposit to the account listed below. (Please complete this side of this form.)

To enroll in direct deposit, complete this side of this form and return it to Wood Temporary Staffing. Attach a voided check for each checking account – not a deposit slip. 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 correctly.

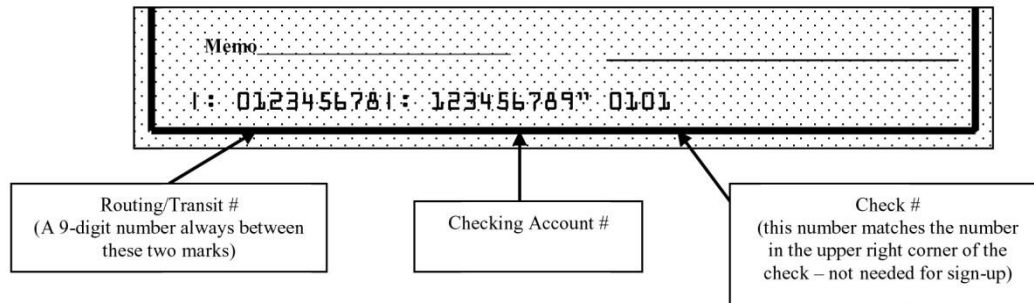
Please note that when using direct deposit the funds must move through the Federal Reserve System. Corrections to your pay will take up to two business days to be deposited into your account. If you are concerned with the speed of deposits for payroll corrections, you may wish to select the Global Cash Card. Corrections can be made within a few hours when using the Global Cash Card option.

Forms must be returned by 5:00PM on the Monday prior to your 1<sup>st</sup> paycheck.

### Direct Deposit Enrollment

(Complete the reverse side if choosing the Global Cash Card Option.)

Below is a sample check MICR line detailing where the information necessary to complete this form can be found.



#### IMPORTANT! Please read and sign before completing and submitting this form:

I hereby authorize Wood Temporary Staffing (hereinafter "WTS") 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 WTS to my account. In the event that WTS deposits funds erroneously into my account, I authorize WTS to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until WTS and Bank have received written notice from me of its termination in such time and in such manner as to afford WTS and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Account Information

You may deposit to up to two accounts. The first entry may be for a specific dollar amount or a percentage portion of your paycheck. The second entry must be for all remaining funds.

1. Bank Name/City/State: \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings I wish to deposit: \$ \_\_\_\_\_ OR \_\_\_\_\_% OR  Entire Net Amount

2. Bank Name/City/State: \_\_\_\_\_

Routing Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings I wish to deposit: \_\_\_\_\_  All Remaining Funds



## The Wood Companies

Wood Personnel Services  
Wood Temporary Staffing  
Wood, Wenham & Henderson  
Consultants, LLC

P.O. Box 8670  
2350 Pipestone Rd  
Benton Harbor, MI 49023  
(269)925-6767  
(269)925-6090 fax  
bentonharbor@woodstaffing.com

2301 Bendix Drive  
Suite 600  
South Bend, IN 46628  
(574)234-6767  
(574)234-6755 fax  
southbend@woodstaffing.com

# ELECTRONIC PAYROLL ENROLLMENT

Wood Temporary Staffing only distributes payroll electronically. This saves you time and money by avoiding lines to pick up your check and the lines and fees associated with cashing your check (if choosing the Global Cash Card, see the fee schedule for fees associated with using this card.) You may select one of two options to receive your pay electronically:

- Please issue me a Global Cash Card (Please complete this side of this form.)
- Please make a direct deposit to the account listed below. (Complete the reverse side of this form.)

To enroll in the Global Cash Card program, complete this side of this form and return it to Wood Temporary Staffing.

The Global Cash Card has options to withdraw your pay from the card free of charge; however, some usage is on a fee per use basis. Please request a copy of the fee schedule for additional fee information.

Forms must be returned by 5:00PM on the Monday prior to your 1<sup>st</sup> paycheck.

## Global Cash Card Enrollment

(Complete the reverse side if choosing Direct Deposit to your bank account.)

---

**IMPORTANT! Please read and sign before completing and submitting this form:**

I hereby authorize Wood Temporary Staffing (hereinafter "WTS") to deposit any amounts owed me by initiating credit entries to my Global Cash Card (hereinafter "Bank"). Further, I authorize Bank to accept and to credit any credit entries indicated by WTS to my account. In the event that WTS deposits funds erroneously into my account, I authorize WTS to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until WTS and Bank have received written notice from me of its termination in such time and in such manner as to afford WTS and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_  
First Name MI Last Name

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Cardholder Information**

\_\_\_\_\_  
Date of Birth (mm/dd/yyyy)

\_\_\_\_\_  
Primary Phone Number

\_\_\_\_\_  
Alternate Phone Number (optional)

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Address Line 1 (No PO Boxes)

\_\_\_\_\_  
Address Line 2 (No PO Boxes)

\_\_\_\_\_  
City State Zip/Postal Code

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

**Please be sure to read the Program Terms, Conditions and Disclosures that will be provided with your card.**  
For additional information, please contact your program administrator.