

Direct Deposit –

the safe, fast, easy and “green” way to be paid!

Direct deposit is the process whereby Beacon Hill deposits your pay directly into the savings or checking account(s) of your choice.

Direct deposit is **safe** because your pay is automatically deposited into your bank account – no more worrying about lost or stolen checks.

Direct deposit is **fast** because no matter if you are out sick or on vacation, your check is still deposited into your account. No standing in bank lines or waiting for your check to clear.

Direct deposit is **easy** because your pay is deposited into your checking or savings account on time, correctly and confidentially.

Direct deposit is **“green”** because it distributes your pay stub to you electronically and eliminates paper pay stubs entirely with iPay.

**For Beacon Hill Staffing
Group employees**

www.beaconhillstaffing.com

Enroll in Direct Deposit Today

Fill out the direct deposit form below today and return it to Corporate Payroll, or call (617) 326-4000 for more information. The following shows you where to find the routing and account numbers on your check:



ATTACH A VOIDED CHECK OR CHECK COPY TO THIS FORM

YOUR NAME: _____

SOCIAL SECURITY #: _____

Account #1 Information
Bank Name:
Phone:
Routing #:
Account #:
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

Account #2 Information
Bank Name:
Phone:
Routing #:
Account #:
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

Account #3 Information
Bank Name:
Phone:
Routing #:
Account #:
<input type="checkbox"/> Checking or <input type="checkbox"/> Savings

- DEPOSIT MY ENTIRE NET PAY TO ACCOUNT #1 **OR**
- DEPOSIT A FIXED AMOUNT OF \$ _____ ACCOUNT #1 \$ _____ ACCOUNT #2 \$ _____ ACCOUNT #3

I authorize Beacon Hill Staffing Group, LLC and the bank(s) named above to deposit my net pay directly to my accounts(s) each pay day. I also authorize Beacon Hill Staffing Group, LLC to make any adjustments for any over deposit which may occur. I also understand that I am electing to receive my pay stubs electronically through iPay and give my consent for Beacon Hill Staffing Group, LLC to do so. This authority will remain in effect until I cancel it in writing. I understand any change or add to my routing or account number information requires my account to be pre-noted again, and I will receive at least one live check during this time.

Signed _____ Date _____

Send completed forms to Corporate Payroll at <http://beaconhillstaffing.leapfile.net/>