

Direct Deposit

Authorization for Direct Deposit of Pay

Kelly Services® offers direct deposit of paycheques to its employees. Participation in this program is recommended. Enjoy the advantages of direct deposit:

- Convenient
- Saves Time
- Allows quick access to your funds

To enrol in the Direct Deposit program:

1. Complete all sections of the *Authorization for Direct Deposit of Pay*.
2. Attach a voided cheque. If there is no chequing service associated with your account, attach your bank-stamped account information.

3. Return the completed authorization form to your Kelly® representative.

Following enrolment, your paycheques will be deposited directly into your account. Please note this process may take up to ten (10) business days once the completed form and your banking information has been provided to your branch. In order to receive your paycheque on a timely basis, you must submit your time card immediately upon completion of the assignment, or at the end of the week, whichever is sooner.

If you have any questions, please contact your Kelly® office.

Employee Information Check One: Enrol in the Program Change Account Information Delete from the Program

First Name	Middle Initial	Last Name
Social Insurance Number		Kelly Branch Number

Account Information Enter information for only one account: chequing or savings. (Deposits cannot be split between accounts.)

Name(s) on Account		Account Type: <input type="checkbox"/> Chequing* <input type="checkbox"/> Savings <small>*If deposit is to a chequing account, attach a voided personal cheque or personalized deposit slip.</small>	
Bank Name		Account Number	
Bank Address		Bank Number 0	Transit Number
City	Province	Postal Code	Bank Telephone Number ()

I hereby authorize Kelly Services (Canada), Ltd. to reclaim any funds credited by Kelly Services (Canada), Ltd. to the above account in error.

Employee Signature

Date