

## Direct Deposit Sign Up/Authorization Form

Complete this form with your name, social security number, phone, name and location of your financial institution, transit routing number and your account numbers.

Indicate whether pay is to be deposited to a checking or savings account; if to your checking account, attach a check to this form. Print VOID across the front of your check. Return the form (and voided check) to Advanced Resources. They will contact you if they have any questions.

I hereby authorize my employer Advanced Resources to initiate deposits to my account(s):

Checking  Savings

This authority is to remain in force until I revoke it by giving written notice to my employer or upon termination of my employment.

\_\_\_\_\_  
Name of your Bank, Savings & Loan, or Credit Union

\_\_\_\_\_  
Bank City, State and Location

\_\_\_\_\_  
Transit Routing Number

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Checking Account Number

\_\_\_\_\_  
Savings Account Number

### Requirements:

1. All timecards must be approved/signed by a manager or your hours will not be processed for payment.
2. Advanced Resources must receive your timecard (remote timecard or fax copy) by 12:00pm on Monday.
3. Any timecards received after Monday at 12:00pm will not be directly deposited into your account.
4. Advanced Resources reserves the right to discontinue direct deposit eligibility at any time.

I understand the eligibility requirements for direct deposit

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**PLEASE ATTACH VOIDED**  
**CHECK HERE**

- Temporary Checks **will not** be accepted for Direct Deposit Sign Up
- This **original documentation** must be on file with Advanced Resources before direct deposit will become authorized
- Please send your original direct deposit form **and** voided check to Kristin Kopterski at:

**Advanced Resources**

1901 Butterfield Road, Suite 190

Downers Grove, IL 60515

- Please allow 2 weeks for direct deposit to start up
- Direct Deposit is processed on Tuesday. Funds should be available no later than Thursday at 5:00 p.m.
- Funds transfer information can be provided to you by your bank