



PAY OPTION AUTHORIZATION FORM

EMPLOYEE'S NAME: _____

SSN: _____

I would like to paid by:

Direct Deposit

Comdata PayCard

Please complete the portion below for each selection that you make

DIRECT DEPOSIT

I am applying for:

New Direct Deposit

Change(s) in current Direct Deposit

Please fill out the information below completely in order to have the net amount of your paycheck deposited to your account at the following bank. **Please include a blank voided personal check taped to paper below. Deposit slips can not be accepted.**

Name of Bank	Routing Number	Account Number	Amount	Type: C or S	Phone Number

*****tape here*****

Direct Deposit is a benefit provided by Global Technical Services (hereinafter called COMPANY) and by signing below you have voluntarily chosen to receive your wages by direct deposit instead of receiving a COMPANY-generated paycheck on payday. Your paycheck should be deposited and available on each Friday. Due to the nature of the electronic funds transfer process, you may incur delays receiving the funds in certain situations, including but not limited to bank or legal holidays, acts of God, electronic failures and COMPANY or bank errors. You are responsible for contacting your bank to verify that funds were deposited in your account prior to using them. The Direct Deposit payment does, however, have a one-week delay in processing, which will produce a live paper check for your first payment, in which Global will take great care in making sure you receive.

I hereby authorize COMPANY to deposit my net pay in the account as indicated above. Also, in the event there is an overpayment, I authorize COMPANY to either directly withdraw funds from the above bank account or directly withhold any monies from future deposits. Where a payment has been deposited to me in error, I will remit to COMPANY all monies paid by check or money order. I also authorize COMPANY to contact the bank to verify any of the above information. I understand that COMPANY will not be responsible for any overdrafts on my account. I hereby release COMPANY from any liability associated with the availability of funds including but not limited to bank fees, penalties, interest charges or other costs. You may elect to have a Direct Deposit and a Paycard.

I authorize the selection made above and agree to all terms associated with this selection.

Employee's Signature

Date Signed

Global Technical Services, Inc.