



25 Melville Park Rd., Suite 115
Melville, NY 11747
tel 631.777.2800

accessstaffing.com

DIRECT DEPOSIT FORM

Upon completion of the Access Staffing Direct Deposit form, attach a “VOID” check from your checking account and return the form & check to our Melville office. If you do not use checks, please ask your bank to provide their Direct Deposit form with your information and submit both forms. You may do so by either of the following ways:

By Mail:

**Access Staffing, LLC
25 Melville Park Road
Suite 115
Melville, NY 11747
Attn: Deanna Johnson-Poudrier, Payroll**

OR

By Fax:

Fax # (631) 777-5180

OR

By Email:

djpoudrier@accessstaffing.com

The Direct Deposit will take approximately 2 – 3 weeks upon receipt of your form.

****YOUR DIRECT DEPOSIT WILL AUTOMATICALLY TERMINATE AFTER THREE (3) MONTHS OF INACTIVITY****

If you have any further questions regarding the Direct Deposit process, please contact Deanna Johnson-Poudrier at (631) 777-2800 x 3144, Monday thru Friday between the hours of 9:00 am – 5:00 pm.

Thank you for your cooperation.

MANHATTAN
360 LEXINGTON AVENUE
8TH FLOOR
NEW YORK, NY 10017
212-687-5440
FAX # 212-687-0815



LONG ISLAND
25 MELVILLE PARK ROAD
SUITE 115
MELVILLE, NY 11747
631-777-2800
FAX # 631-777-5180

APPLICATION FOR DIRECT DEPOSIT
PLEASE FOLLOW THE DIRECTIONS BELOW FOR IMMEDIATE PROCESSING

GENERAL INFORMATION

NAME: _____

TELEPHONE: _____

SOCIAL SECURITY #: _____

BANK NAME: _____

BANK ABA/ROUTING #: _____

CHECKING ACCOUNT #: _____

BANK CONTACT PERSON & PHONE #: _____

YOU MUST ATTACH A "VOID" CHECK OR YOUR BANK'S DIRECT DEPOSIT FORM TO THIS APPLICATION

I HEREBY GRANT ACCESS STAFFING, LLC TO CREDIT/DEBIT THE ABOVE NAMED ACCOUNT.

Signature: _____

Date: _____

Please note:

Direct Deposit will take effect approximately 2 – 4 weeks after completed paperwork is received. The bank will then run a test with the accounting information you have provided. Direct Deposit will post in your account Friday Mornings. Access will not terminate direct deposits without written permission from you. If the bank account on file is closed, or a new account has been opened, you must notify Access in writing as soon as possible. Also, your Direct Deposit will automatically terminate after three (3) months of inactivity. If you have any questions, please contact payroll.