

Dear Prime Staff Physician,

Prime Staff is pleased to be able to offer you the convenience of Direct Deposit. Please complete the enclosed form and attach a VOIDED check from the account to which you want your check deposited. There are a few details you should understand before starting this service.

Direct Deposits will be sent out only once per week and will be deposited on Fridays to your account. This requires that your signed and completed *timesheets must be faxed to the Prime Staff office by 2pm on Monday* for shifts worked the previous week. It is your responsibility to fax the time sheets each Monday and to confirm that they were received in our office. Due to the volume of paychecks we process weekly, it is impossible for the office staff here at Prime Staff to track down timesheets for you. If you fail to provide a signed timesheet by Monday at 2pm, you will not receive a direct deposit check on Friday.

DIRECT DEPOSIT GUIDELINES

Approved timesheets and substantiated reimbursable expenses must be received in our office by 2:00 pm Monday. Employee/Independent Contractor should expect deposit on Friday. Any banking holidays may delay direct deposit date.

Prime Staff is not responsible for inaccurate information supplied by employee, errors made by financial institutions, or any fees imposed by employee's financial institution.

A remittance advice will be mailed to the home address on record.

Once employee/independent contractor has signed up for direct deposit, a manual paycheck cannot be issued without employee/contractor's written authorization received in such a manner as to afford Prime Staff a reasonable opportunity to act on it. Written authorization will also be needed to resume direct deposit.

Any discrepancies or errors in payroll should be reported to our office as soon as possible for correction. Please review your direct deposit remittance advice carefully.

Original timesheets supporting the direct deposit must be delivered to Prime Staff no less often than weekly. Failure to submit original timesheets will result in the employee becoming ineligible for future direct deposits.

David S. Garner, Controller
Prime Staff

AUTHORIZATION FOR DIRECT DEPOSIT

I hereby authorize **Prime Staff**, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, adjustments for any debit or credit entries in error to my checking account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

BANK NAME _____

ROUTING # _____ ACCOUNT # _____

(Routing/Transit number may be printed on a different location than at the bottom of the check. Please verify with your bank the correct number to use for payroll direct deposit.)

The authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME _____ SS# _____

ADDRESS _____

PHONE _____

SIGNATURE _____ DATE _____

**** Please attach a voided check for your checking account ****

Remember, the routing and account numbers on this form should match the attached voided check. Please be advised that we will submit the routing number you enter on this form, not the one on your voided check, in the event the numbers are different. A \$1.00 "pre-note" will be initially wired to your account. You should call your bank to confirm receipt. If we do not hear from you within a week's time, we will presume the \$1.00 pre-note was successful and will deposit your next paycheck as a direct deposit. We will deduct back the \$1.00 from a later paycheck.

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FOR COMPANY USE ONLY

Date rec'd in acctg _____ processed by _____ prenote sent _____

10375 Richmond Avenue, Suite 1575, Houston, Texas 77042 (713) 541-1117 / (866) 312-1177 (Toll Free) / (713) 953-1925 (Fax)