

Payroll Direct Deposit Program

Here's All You Need to Know

✓ Safe

You won't have to worry about a lost or delayed check.

✓ Simple

Your banking will be easier than ever.

✓ Fast

You will have access to your paycheck immediately – no matter where you are.

To make your travel experience more convenient, NovaPro offers Payroll Direct Deposit. When you use this service, your paycheck is directly deposited into your bank account, no matter where in the U.S. it's located (and as long as it's a participating bank). Because you're able to use the same account(s) as you travel, it is not necessary to open and close accounts.

1 Your initial paycheck will be directly deposited into your specified bank account provided you have submitted a voided check and a completed Direct Deposit form. If this paperwork has not been submitted it will take one to two pay periods for the Direct Deposit to begin.

2 You will receive a pay statement detailing hours paid and deposited amount.

3 When you begin a new assignment, notify your Recruiter whether or not your account information will remain the same. If so, your Direct Deposit will continue without interruption. If you change accounts, it will take two pay periods to re-establish Direct Deposit. Travel between US Virgin Islands will also require two pay periods to re-establish direct deposit.

4 If you change from a staffing assignment to a facility paid assignment (or vice-versa) it will take two pay periods to re-establish Direct Deposit.

5 When you take advantage of Direct Deposit on a particular assignment, your last paycheck will also be Direct Deposited. Your pay statement will be sent to the location you choose. Please contact the Payroll Department with the address prior to your departure from the assignment.

6 If you wish to cancel Direct Deposit or make changes at any time, you must do so in writing. The Payroll Department will not cancel or change your Direct Deposit without written notice from you.

7 Below you will find a sample Direct Deposit statement. Your account number appears on each statement—please verify that number when you receive it.

8 Simply complete the attached form in its entirety and mail or send via fax to your Recruiter along with a copy of your voided check. This enables us to serve you promptly!

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

NovaPro, Inc., an affiliate of CC Staffing, Inc. 6551 Park of Commerce Blvd.. Boca Raton, FL. 33487		Advice Number: 00000091302 Pay date: 02/28/2007		
Deposited to the account of	account number	transit	ABA	amount
Nancy Nurse	0100000111000	1234	1234	\$500.00

NON-NEGOTIABLE

Enroll in NovaPro's Payroll Direct Deposit Today!

Date _____

Please complete and return to your Recruiter with a voided check.

Your Name: _____ Social Security number: _____

To initiate direct deposit into your **CHECKING ACCOUNT**, attach a **VOIDED CHECK** to this form and complete the information below. (Please *do not* use a deposit slip).

Bank Name: _____

Please check one:

Street Address: _____

New Deposit

City & State: _____

Supersede

Telephone: () _____

Previous

Amount of Deposit: \$ _____ or Net Pay

ABA Transit #: _____

Checking Account Number: _____

To initiate direct deposit into your **SAVINGS ACCOUNT**, complete the information below.

Bank Name: _____

Please check one:

Street Address: _____

New Deposit

City & State: _____

Supersede

Telephone: () _____

Previous

Amount of Deposit: \$ _____ or Net Pay

ABA Transit #: _____

Savings Account Number: _____

IMPORTANT NOTES TO REMEMBER:

- Please do not close your account without notifying Payroll **IN WRITING, "TWO WEEKS" PRIOR** to your normal deposit.
- Using Credit Unions may cause delays in your deposit.
- Your initial paycheck will be directly deposited into your specified bank account provided you have submitted a voided check and a completed Direct Deposit form. If this paperwork has not been submitted it will take one to two pay periods for the Direct Deposit to begin.

I authorize NovaPro to deposit my salary to the above named banks. The company is also authorized to adjust for any over-deposits.

Employee Signature

Date

If you need assistance or have any special requirements, please call your Recruiter with any further questions.