

Payroll Selection and Authorization

(for Manpower Associates)



Manpower®

This completed form can be returned to Manpower via fax (734-665-4377), via email (accounting@manpowermi.com), or dropped off in-person to either the Ann Arbor or Monroe office.

(PLEASE PRINT CLEARLY)

I, _____, do hereby authorize Manpower, Inc. of Southeastern Michigan (Manpower) to:

- deposit my net pay into a Checking Account.
- deposit my net pay into a Savings Account.
- deposit my net pay onto an ADP TotalPay Visa Debit Card.

If you have selected an ADP TotalPay Visa Debit Card, you MUST attach an ADP enrollment form in order for Manpower to activate your card. If you have selected direct deposit to a checking or savings account, please attach a voided check or complete the required information below.

Financial Institution: _____

City/State: _____ Phone: () _____

Bank Routing/Transit # (first 9 digits): _____

Bank Account #: _____

- I completed direct deposit in my online Manpower account during Silk Road/Secure Self Service (SSS).

Every week that you work, you will receive a paystub earnings statement sent electronically to your email address on file with Manpower. Electronic paystubs are generally sent the day before your payroll funds are deposited. We encourage you to review all information on your paystub to ensure it is accurate. If you believe that an error has been made in processing your payroll, please contact Manpower immediately.

I understand and agree with the options, terms, and conditions as stated above. I authorize Manpower to make appropriate adjustments should an incorrect payment be entered into my account. I also understand that the payroll option I have selected will remain in effect until I have cancelled it in writing or updated it via my online Manpower account.

I have read and agree to this authorization as stated:

Associate Signature: _____ Date: _____

SSN (last 4 digits): _____

Manpower Staff Name: _____

Manpower Staff Signature: _____ Date: _____