

**Cambridge Professional Group  
AUTHORIZATION FOR AUTOMATIC  
DIRECT DEPOSIT**

I authorize direct deposit of my NET PAY into the following bank account:

Name of Bank	Account Number
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- I understand that payroll funds due me will NOT be available in my account until Friday following the week I have worked – PROVIDED my timesheet has been signed by me and my supervisor and received by CambridgeStaff by Monday at 5 PM.
- Attach voided check for the account listed above. Direct Deposit cannot be initiated without a voided check.
- CambridgeStaff is NOT responsible for overdrafts and returned checks.
- This authorization remains in effect until written notification of cancellation or change. CambridgeStaff will require a minimum of two weeks’ notice to implement cancellations and charges.
- CambridgeStaff retains the right to deny or cancel Direct Deposit at anytime.

Direct Deposit will take approximately 2 weeks set-up time. CambridgeStaff will notify you prior to its’ taking effect.

Employee Signature	Date
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Name (please print)	Social Security #
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